

ANGEL . BUTLER

(b) (6)

DISTINGUISHED CONTRACT SPECIALIST

Detailed and results oriented contract specialist with 7 years of experience in acquisition planning, contract administration and terminations collaborating with customers, technical specialists and teams to execute contracts of specialized services and supplies. Possess a combination of negotiating and project management skills, committed to timely and cost effective solutions to meet or exceed expectations. Provides high quality verbal/written communication to teammates, contractors and other interested parties. Currently possess an active secret security clearance.

— AREAS OF KEY EMPHASIS —

- Simplified Acquisition Warrant
- Small Business Development
- Organizational Awareness
- Cost/Price Analysis
- Skilled Negotiator
- Proposal Evaluation
- Project Management
- Strategic Procurement
- Contract Performance

PROFESSIONAL EXPERIENCE

GEORGIA INSTITUTE OF TECHNOLOGY

ATLANTA, GA

Contracting OFFICER

(JANUARY 2020 – PRESENT)

Prepare, process, submit, negotiate, and administer assigned sponsored programs proposals and awards. Sponsored programs include the grants, contracts, and task orders from federal government agencies: U.S. Air Force, Defense Advanced Research Projects Agency (DARPA) and Defense Threat Reduction Agency (DTRA), state and local government agencies, not-for-profits (including other universities), and industry (for federal flow-through grants and contracts) in excess of \$8B.

- Analyze solicitations, prepare and submit request for proposals (RFP).
- Review proposals to ensure they are adequate, reasonable, complete and compliant with Institute policy, agency regulations and solicitation requirements.
- Negotiate terms and conditions for sponsored program awards.
- Coordinate approval certification process and interface with other GIT sponsored research departments, including Research Integrity Assurance, Industry Engagement, Technology Licensing and the GIT Office of Legal Affairs as needed to ensure compliance with regulations and Institute policy.
- Monitor awarded sponsored programs and serve as the primary contact for all business/contractual matters throughout life cycle of sponsored program awards.
- Maintain current working knowledge of related federal regulations and agency requirements.
- Advise faculty and staff on proposal submission process, post award administration, regulatory compliance requirements and Institute policy.
- Provide services and guidance to faculty and research staff including review, analysis, and interpretation of new awards.

US ARMY CONTRACTING COMMAND, 408TH CONTRACT SUPPORT BRIGADE

CAMP ARIFJAN, KUWAIT

Series: 1102 Pay Plan: GS Grade: 12 Hours Per Week: 40-70

CONTRACT SPECIALIST (THIS IS A FEDERAL JOB)

(12/2018 – PRESENT)

Regional Contracting Center-Kuwait (RCC-KU) provides critical cradle to grave contracting and Contingency Contracting Administration Services (CCAS) for all Army Central Command (ARCENT) forces located in

Kuwait and neighboring countries (Egypt & UAE) in excess of \$45 million awarded annually. I serve as the Senior Contract Specialist, awarding and administering contracts while providing contract oversight for quality goods and services in a timely manner at a reasonable cost that enables the warfighter forward-deployed.

- Meet with the requiring activities in the procurement planning stages to define requirements, schedule site visits and establish acquisition plans, while providing advice and recommendations.
- Develop acquisition plans, source selection plans/criteria and contract types.
- Responsible for encouraging price competition, solicitation & contract formation, in addition to performing cost/price analysis of proposal and quotes.
- Utilize procurement regulations, procedures, and techniques in the acquisition of supplies, services and equipment on a Blanket Purchase Agreement contracting vehicle specifically for: medical, dental, base operations and commodities/services.
- Negotiate terms and conditions with suppliers to draft contract modifications, extensions, terminations and equitable adjustments.
- Review requirement packages, performance work statements (PWS), statements of work (SOO) and source selection criteria to ensure compliance with regulations.
- Prepare request for quotes/proposals, memorandums for record, white papers, financial reports, and other documents to determine reasonableness of prices and non-price factors.
- Perform contract administration functions to include delinquent deliveries, ULO's, close-out reports, in addition to providing management and surveillance of CORs.
- Resolves acquisition compliance problems and provides guidance & solutions to procurement personnel and requiring activities with sound business advice in conjunction with innovative recommendations in support of the requiring activities to maximize efficient use of funding.
- Complete special projects, implement federal and local policies/regulations and actively collaborate with team members in completing work assignments.
- Provides advice and guidance to the requiring activities, leadership & procurement personnel regularly.

Key Accomplishments:

- Developed RCC-KU's procurement desktop guide to implement policies and procedures while promoting continuity of contracting standards to the BPA & Services team.
- Lead trainer of implementing contract closeout procedures increasing the closeout rate by 50%.

Supervisor: (b) (6)

DEFENSE CONTRACT MANAGEMENT AGENCY

ATLANTA, GEORGIA

(01/2017 – 12/2018)

Series: 1102 Pay Plan: GS Grade: 11/12 Hours Per Week: 40

CONTRACT TERMINATION SPECIALIST (THIS IS A FEDERAL JOB)

Manage and negotiate equitable high dollar value settlement terminations of up to \$5 million for the convenience of the Government. Analyze contractors' proposed termination costs for allow-ability and reasonableness. Execute modifications in settling terminations, de-obligate funding and obtain contractors release of claims. Consult with legal counsel and other interested parties of actual or potential litigation.

- Approved or disapproved contractors' requests for partial payments.
- Ratified Prime Contractors Negotiations with their Subcontractors.
- Performed cost analysis and determine which costs claimed on settlement proposal, ensuring subcontractor claims are reasonable, allowable and allocable.
- Analyzed and settled direct and indirect rates set forth by the Department of Labor in addition to negotiating various overhead rates and forward pricing rates with the contractor.
- Executed modifications in settling terminations, de-obligated funding and obtained contractors release of claims.
- Consulted with legal counsel and other interested parties of actual or potential litigation.

Successfully execute DCMA's strategic initiative by:

- Responsible for termination settlements and any equitable adjustment claims.
- Reviewed contract file to determine and execute the termination for convenience clause requirements of FAR Part 49 or FAR 12.403.
- Served as primary coordinator of a variety of functional specialist such as the Plant Clearance Officer, Industrial Specialist and DCAA auditor.
- Performed contract receipt and review on all incoming contractual documents within three days.
- Conducted post termination conferences as needed to provide information and clarify standard and special provisions of the termination.
- Established pre-negotiation objectives of the government's position and justification of the vendor's proposed settlement.
- Ensured adequate funding is available during negotiations or contingent funding will be secure prior to settlement.

Key Accomplishments:

- De-obligated appropriated funds released at a rate of 99.6 percent.
- Negotiated complex settlement terminations to existing contracts in excess of \$1 million.
- Received outstanding rating on mid-year evaluation.

Supervisor: (b) (6)

CONTRACT ADMINISTRATOR (*THIS IS A FEDERAL JOB*)

(05/2016-01/2017)

Reviewed and administered cancelled congressional appropriated funds, reconciliations, contract closeouts and approval of contract financing. Monitored contract receipt review of new contract items and approve invoicing of voucher payments. Updated payment registers and resolved disposition of funds and de-obligation of excess funds.

- Reviewed and administered fixed-price, cost, time & materials and requirement contracts for cancelled funds, reconciliations, contract closeouts and approval of contract financing, such as performance based payments.
- Created ACO (Administrative Contracting Officer) modifications to de-obligate remaining/expiring funds to complete contract closeout process.
- Monitored contract receipt and review (CRR) for new contract items, to be completed within 30 days.
- Monitored invoicing, receipt, acceptance and property transfer to inspect and recommend approval of progress payments, performance based payments and service payments. Update payment registers and CLIN status as needed.
- Monitored contractor performance for compliance with applicable laws, delivery schedules, payment provisions, contract data reporting requirements, and initiate appropriate remedial action to avoid or minimize delays.
- Coordinated with the program/buying office on contractor's requests for waivers or deviations from contract terms.
- Prepared negotiation memoranda to explain rationale and methods used in arriving at the final price agreement.
- Worked to resolve disposition of funds listed on the canceling funds report.
- Assured de-obligation of excess funds, special test equipment, tooling, and government-furnished property are accounted for.

Key Accomplishments:

- Directed a full range of procurement post-award functions on a multi-billion dollar, C-5 aircraft ACAT 1 program.
- Took appropriate action to ensure that 90% of canceling funds did not cancel by FYE.
- Directed and executed appropriate actions to ensure a 10% reduction FY baseline for Overage Contracts.

- Developed new and innovative approaches to modification and appropriated funds tracking.

Supervisor: (b) (6)

DEFENSE LOGISTICS AGENCY

(03/2012 – 05/2016)

COLUMBUS, OHIO

Series: 1102 Pay Plan: GS Grade: 11 Hours Per Week: 40

CONTRACT SPECIALIST (*THIS IS A FEDERAL JOB*)

Pre-Award:

Provided support to the wheeled vehicles acquisition team to review, evaluate and award purchase orders up to the Simplified Acquisition threshold of \$150k per contract. Manually solicited RFQs (request for quotes) and evaluated responsiveness of quotes and vendor responsibility. Performed market research on material cost, analyze past contractor compliance and performance.

- Prepared solicitation documents to request quotes through formal advertising via the DLA Internet Bid Board System (DIBBS) and FedBizOpps.
- Reviewed purchase requisitions to determine proper requirements and specifications were included in the solicitation package prior to posting and select contract type.
- Prepared purchase requisitions and solicitation documentation to procure items daily within the micro-purchase threshold of \$3,000 and up to the simplified acquisition threshold of \$150,000.
- Prepared requests for quotations (RFQ) by evaluating previous contract history and performance, conduct market research, analyze past contractor compliance and determine potential vendors to solicit for quotes.
- Evaluated quotes or offers from contractors using comparative cost and price analysis to determine adequate price competition for recommendation of awards.
- Negotiated various cost and non-cost elements for services or supplies.
- Collaborated with technical personnel to review technical specifications and determine acceptability of surplus items, substitute items or alternate offers.

Key Accomplishments:

- Tailored unique requirements to resolve future acquisition problems.
- Revised current statement of procedures to restructure and increase productivity.
- Informally mentored DLA interns at the request of the Intern Team Lead.

Supervisor: (b) (6)

Post-Award:

Ensured contract renewal option agreements are exercised timely on Long Term Contracts and Indefinite Delivery Type Contracts: Indefinite Delivery Purchase Orders and Indefinite Quality Contracts. Negotiated and issued contract modifications and settlements for contract changes. Conducted contract cancellations and terminations when non-compliance of purchase orders and/or contracts when violated. Performed contract closeouts of long term contracts upon expiration.

- Worked with the DLA Maritime Quality Notifications (QN) Post Award Team on various types of contracts including reviewing, evaluating and reporting findings on material due-in from contractors, identifying billing discrepancies and communicating with contractors to reconcile payments.
- Interpreted, evaluated and implemented the Federal Acquisition Regulations and procedures such as terminations, cancellations, modifications and close out of contracts and purchase orders.
- Monitored and enforced vendor performance for compliance with applicable laws, delivery schedules, payment provisions, contract data reporting and other contractual requirements.

- Maintained a workload of Z6 (Customer QNs for direct vendor deliveries), Z7 (Customer QNs for depot shipment of material) & Q2 (Resupply Material from the contractor back to the depot) to determine disposition of misdirected material.

Key Accomplishment:

- Streamlined PQDR (Product Quality Deficiency Report) process on the Quality Notifications team

Supervisor: (b) (6)

EDUCATION AND CERTIFICATIONS

Bachelor of Science in Accounting (2009)
Florida State University, Tallahassee, Florida

Defense Acquisition Workforce Improvement Act (DAWIA) Level II Certified (2017)

AWARDS

408th CSB Performance Award	September 2019
DCMA On The Spot Cash Award	May 2018
DCMA Performance Award	March 2018
DCMA Time Off Award	January 2017
DLA Performance Award	February 2015

JOB RELATED TRAINING

ACQ 101- Managing Gov't Property in the Possession of Contractors
 CLC 025- Small Business Program for Contracting Officers
 CLC 033- Contract Format and Structure for DOD e-Business Environment
 CLC 057- Performance Based Payments and Value of Cash Flow
 CLC 058- Introduction to Contract Pricing
 CON 090- Federal Acquisition Regulations
 CON 170- Fundamentals of Price and Cost Analysis
 CON 100-Shaping Smart Business Arrangements
 CON 121- Contract Planning
 CON 124- Contract Execution
 CON 290- Contract Administration & Negotiation Techniques in a Supply Environment
 CON 280- Source Selection & Administration of Service Contracts
 CON 270- Intermediate Cost & Price Analysis
 CON 360-Contracting for Decision Makers
 Simplified Acquisition Procedures
 Effective Briefings
 Effective Writings
 Customer Relationship Management Training
 Long-Term Contracting (LTC) Types and Strategies
 Customer Service Excellence

Government Systems:

E-Procurement (DLA's acquisition program)

PD2 (U.S. Army's acquisition program)

PIEE (Procurement Integrated Enterprise Environment)

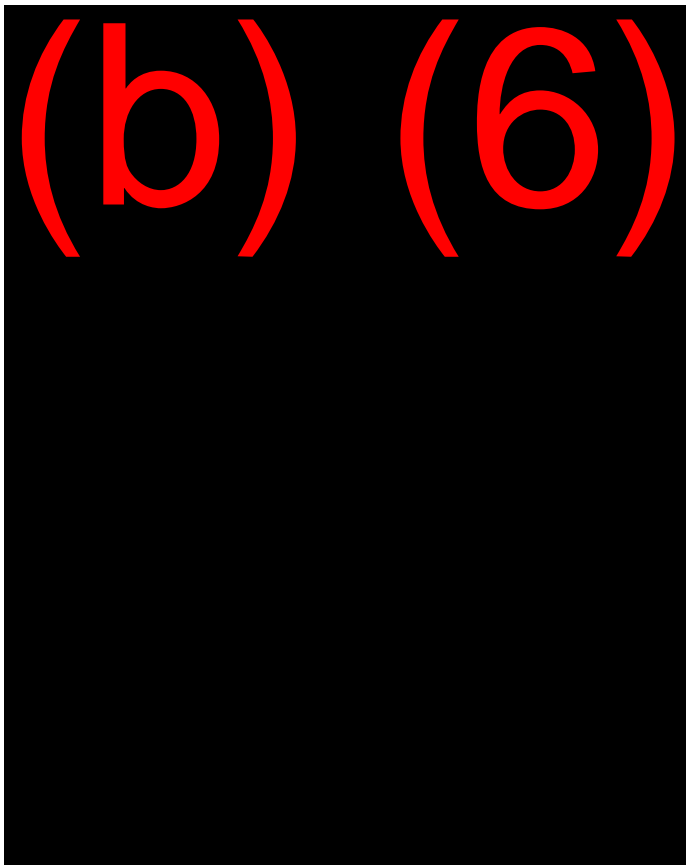
- WAWF (Wide Area Workflow)
- EDA (Electronic Document Access)
- myInvoice

JAM (Joint Appointment Module formerly CORT)

SPM (Surveillance & Performance Monitoring Module)

JCCS (Joint Contingency Contracting System)

REFERENCES



CONTRACT SPECIALIST RESUME

ANTHONY D. RUSSELL

(b) (6)

SUMMARY OF QUALIFICATIONS:

United States Marine Corps veteran

Eagle Scout

One-year specialized experience at the GS-11 level in the federal government in the 1101 series

Federal Acquisition Certification in Contracting Officer's Representative Level III

Federal Acquisition Certification in Contracting Level I

DHS Life Cycle Logistics Manager Level I

Master of Business Administration

Bachelor of Science in Business Administration

Licensed Health & Life Insurance producer (2013)

DHS Program and Project Management Level I (in progress)

WORK EXPERIENCE:

06/2018 – Present (2 years): Business Operations Specialist (COR III, LCL I, FAC-C I), Program Management Operations, National Records Center, U.S. Citizenship & Immigration Services (USCIS), Department of Homeland Security

PROVIDED PROGRAM INFORMATION and participated in special task force studies, provided technical assistance to headquarters and field offices while serving as a member of the RAILS Integrated Product Team at the NRC.

DEVELOPED, IMPLEMENTED, AND MONITORED processes and systems focused on short- and long-term plans to support the mission of the organization by creating a comprehensive set of desk procedures for the Business Operations Specialist position in the Contracting Shop of the NRC.

LIAISED with functional product owners and information system technology system owners during the transition of FIPS to FIRST in the FOIA branch of the NRC.

COMMUNICATED COMPLEX TECHNICAL AND ANALYTICAL information in both plain and technical language to address business and technical stakeholders at all levels in order to obtain and provide information by creating a comprehensive set of desk procedures for the Business Operations Specialist position in the Contracting Shop of the NRC.

DEVELOPED PROGRAM PLANS, organized workflow and program documents, and created program schedules.

PROVIDED QUALITATIVE VALUE to the organization and demonstrated a deep desire to not just learn different facets of my position, but to really understand how each function plays into the scope of the larger picture. Involved with the most significant projects being carried out at the National Records Center. The NRC Deputy Director had this to say "Anthony has quickly become a natural fit into a close-knit group of analysts and shown himself to be a team player in every sense of the word. I look forward to working with Anthony for many years to come."

PROVIDED ADMINISTRATIVE SUPPORT to the Headquarters Contracting Officer's Representative (HQ COR) for the day-to-day contract coordination for the ROSS, Commercial Records Services and Storage (CRSS) – both long- and short-term contracts, Historical Fingerprint Enrollment (HFE), and the long term FOIA Backlog Reduction; Interfacing with NRC, Citizenship and Immigration Services (CIS) Contracts, CIS Facilities, and various Contractor stakeholders regarding ongoing projects.

ENSURED TIMELY REVIEW of multiple versions of acquisition planning and contract formation documents for multiple projects including; the NRC expiring lease, various ROSS modifications and options, CRSS long term contract as well as modifications to the short-term contracts, multiple FOIA Backlog Reduction projects, among others. These reviews were conducted to ensure adherence to applicable rules, regulations, policies and procedures, as well as ensuring positive program outcomes could be achieved.

ADMINISTERED COMPREHENSIVE FOIA BACKLOG PERSONNEL processing requiring close interaction with the Office of Security & Integrity (OSI), Contractor, and Government personnel. On-boarding these personnel is critical to the mission of USCIS because it increases the efficiency of the adjudication process for immigration benefits while protecting Americans and decreasing USCIS exposure to litigation.

COMPLETED COMPREHENSIVE BRANCH SHADOWING with Records Management and Operations (RMOB) branch, Information Management & Field Services (IMFS) branch, Freedom of Information Act (FOIA) branch, and Director Terry Sloan to gain a deeper understanding of the program as a whole.

SPOT AWARD (2/1/2019 – 6/28/2019): Provided significant support to the NRC Contracts team by completing all of the personnel onboarding and transfer paperwork for the second FOIA Backlog Contract. Monitored the packages for any deficiencies and worked with the vendor, often under short suspense's, to ensure accurate and complete security processing. Overall, this effort required continuous attention to detail, adherence to short suspense's from OSI, and diligent organization and documentation in order to ensure a successful transition. Anthony's efforts resulted in a smooth onboarding for new staff, which is supporting progress towards full processing capacity, as well as orderly exit processing of staff from the expiring first FOIA Backlog Contract.

WORKED COLLABORATIVELY with multiple branches at the NRC to create the Performance Work Statement (PWS), Performance Requirement Summary (PRS), and Government Furnished Property (GFP) documents required for a new CLIN to be added to the follow-on Records Operations Support Services contract. Responsible for analyzing mail and file services to identify and project short term and long-term requirements for a complex operational environment.

ALTERNATE COR for the HQ contracting officer's representative responsible for the oversight of Freedom of Information Act Backlog Reduction services contract 70SBUR18C00000015 and 70SBUR19C00000015. Assessed an ongoing interfiling backlog service issue, communicated the risk/negative impact, criticality, and urgency with contractor to achieve successful resolution.

ROUTINELY MANAGE permissions and access to RAILS and CIS2 for approximately 300 contractor staff at the NRC.

ASSISTS WITH THE DEVELOPMENT of requirements analysis and preparing documentation for complex acquisitions. Reviews and analyzes vendor invoices for accuracy and completeness; Works with the Program Office, HQ COR, USCIS Contracting, and the Contractor to resolve invoice discrepancies; Facilitates work performance and streamlines processes; Prepares written and oral presentation of findings, recommendations and plans for implementation.

WORKED COLLABORATIVELY with ORA Seth Watson to determine NRC's capabilities to absorb records from HBG for the HQ COR' decision making process as well as worked collaboratively with Sherry Sealey to determine what the HQ COR needed to request of Iron Mountain in order to revise their invoices in accordance with the CLIN balance we had available. This task created and maintained a tracking spreadsheet to document the Iron Mountain invoicing activity. Worked collaboratively with Connie Hamilton to help Matt Perryn determine NARA file pull information. **AWARDS:** Co-employee of the quarter for PMO during 1st QTR FY19; All Hands Award; Spot Award.

COLLATERAL DUTIES: 2019 Vice President, Welfare and Recreation Association; 2019 Veteran's Representative.

Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

04/2015 – 06/2018 (3 years, 2 months): Management Assistant, Business Services, Federal Records Center (Lee's Summit), National Archives and Records Administration

ASSISTED THE ADMINISTRATIVE OFFICER IN DEVELOPING FINANCIAL PLANS, budget estimates, narrative and statistical reports, and other reports requested by national and regional management staff. Independently developed ad hoc reports for director and other management staff that entailed collecting data, researching files, assembling background material, compiling chronologies and formulating recommendations.

ASSISTED THE ADMINISTRATIVE OFFICER IN ENSURING THE INTEGRITY OF BUDGET accounting activity. Monitored expenditure of funds for the on-site facility using the BPD-ARC Services Discoverer accounting system. Consulted with the administrative officer and/or budget personnel as needed to identify issues and resolve problems. Prepared monthly all transaction reports for the site director and interpret data and expenditures. Prepared and acted as signatory for weekly Trust and/or Gift Fund deposits using BPD-ARC services Discoverer and Fifth Third Bank systems and maintain accurate reporting files. Maintained local reimbursable working files.

MANAGED A \$480,000 PURCHASING BUDGET: Surveyed needs and analyzed staff procurement requests, ensuring compliance with FAR regulations. Prepared all requisitions for micro-purchases at the facility, tracked, and reallocated expenses to the proper business unit using R-12 accounting strings. Reconciled monthly bank statements and tracked, completed, and ensured all quarterly/end of FY accruals were reported accurately to administrative officer and central office budget staff. During the annual budget planning cycle, was responsible for capturing, coordinating, and submitting NARA' FRC Lee's Summit facility end of year close out procedures.

RESPONSIBLE FOR THE MANAGEMENT ANALYSIS, budget and finance, human resource, and contracting compliance at Lee's Summit Federal Records Center. Onsite representative for the administrative officer. Advised the director and management staff on issues ensuring compliance. Implemented a supply ordering process at the facility that was recognized as a "best practice" during a 2016 peer-to-peer review for its time and money saving impact to the Government.

PLANNED AND DEVELOPED STRATEGIC INITIATIVES leading to the improvement and delivery of administrative programs facility wide. Continued the management of improved programs and initiatives for staff, facility directors, and customer activities facility wide. Planned and conducted in-depth studies, analyzed data, and developed policy recommendations to colleagues, supervisors, and administrators.

PROGRAM SUPPORT: Worked with staff to recommend improvements in the areas of resource management, procurement, inventory control, financial management, and operations. Advised the director and management staff on business administration issues. Administered travel authorizations, project purchases, staff purchase reimbursements, daily activity schedules, timecards, new employee onboarding/orientation, and exit clearances.

RESPONSIBLE FOR FACILITIES maintenance request reporting, and tracking using the Electronic Tenant Solutions system. Interacted with GSA on reimbursable work order assignments during absence of field support officer, administrative officer, or director. Served as the point-of-contact for all equipment repair and maintenance (copiers, forklifts, pallet jacks, etc.).

SERVED AS THE POINT OF CONTACT for IT requests and was the liaison with the IT department in procuring new hardware, software, etc. or when there was a new employee or a move, or migration to new software, to ensure equipment was installed and working properly, procured or moved with the employee.

PROVIDED PROGRAM SUPPORT for the National Archives and Records Administration Lee's Summit Federal Records Center Programs, including Preventive, Predictive, Routine, Financial and Readiness Programs. Work with support staff to recommend improvements in the areas of resource management, procurement, inventory control, and the financial management of operations in response to federal, state, and local facility code requirements.

PLANNED AND DEVELOPED strategic initiatives leading to the improvement and delivery of administrative programs facility wide. Continued the management of improved programs and initiatives for staff, facility directors, and customer activities facility wide. Evaluated the cost effectiveness and efficiency of procurement programs. Planned and conducted in-depth studies, analyzed data, and developed policy recommendations to colleagues, supervisors, and administrators.

PROPERTY CUSTODIAN: Responsible for all accountable property and participated in annual inventory audits with the central office staff. Received all incoming accountable property, add to and maintain current inventory files, and affix NARA property tags. Dispose of excess property, following all guidance as outlined in NARA 241, using the GSA Excess system, and ensured all sanitation requirements were completed to protect PII. Authorized issuer of property passes.

KEY CUSTODIAN: Responsible for implementing and maintaining NARA 271 Key Control at the facility. Secured, inventoried, issued, and received keys; maintained records of key control activities for assigned areas; inventoried keys retained and issued and reported the results to the key control officer (facility director). When keys were reported lost or misplaced, I initiate the process outlined in the directive. Conducted annual inventory of all master keys at the facility and conducted biennial inventory of all keys at the facility. Initiated and executed an access accountability plan to bring the Lee's Summit FRC into compliance with agency policy.

RECORDS CUSTODIAN: Responsible for maintaining current file plan and transferring administrative records at the end of the fiscal year in accordance with the official records disposition schedule. Ensured NARA recordkeeping requirements were met, improved the economy and efficiency of agency operations.

Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

(b) (6)

CAMPAIGN RIBBONS AND MEDALS:

Navy and Marine Corps Commendation Medal, Marine Corps Good Conduct Medal (2nd Award), Navy and Marine Corps Achievement Medal, Combat Action Ribbon, Sea Service Deployment Ribbon (2nd Award), Global War on Terrorism Service Medal, Global War on Terrorism Expeditionary Medal, Presidential Unit Citation – Navy.

REFERENCES (PLEASE CONTACT ME FIRST BEFORE CALLING THESE REFERENCES):

(b) (6)

CATHRYN BRADLEY

(b) (6)

CAREER OBJECTIVES: Continue to gain valuable experience in the field of federal procurement, as an operational Contracting Officer.

PROFESSIONAL SUMMARY

Contract Specialist with 7+ years' experience in IT, Law Enforcement, and DOD Service contracting, DAWIA Level I Certificate, DAWIA Level II Certificate, FAC-C Level II Certificate, and (b) (6). Detail oriented and outgoing, I am proficient at building and maintaining professional relationships with external and internal customers. Accustomed to maintaining a workload of 25+ requisitions. *Contracting/Acquisition experience since 2008.*

KEY SKILLS

- Detail oriented and extremely organized
- Excellent verbal and written communication skills
- Experienced in Oracle and MS SharePoint
- Self-starter, quick study and eager to learn new skills
- Proficient with PRISM, TOPS, CPARS, PPIRS, FAPIIS, and SAM
- Public speaking and conducting meetings, briefings
- Knowledgeable in EZQuery, PD2, SPS, Conwrite, PRISM, System for Award Management, SAM, FAPIIS, PPIRS, CPARS, eCMRA, MICT, AML and SMART. Proficient in Accounting Software and Windows Software. ADP Payroll Systems, ProSystemPractice Management PD2, FBO.gov, EPDS, NetCents, AFWAY, Procurement Systems, General Services
- Administration GSA, Government Purchase Card GPC, Strategic Sourcing, Tier II Furniture, Wide Area Workflow WAWF, ATAAPS, TD2, DCPS, and Electronic Document Access (EDA). Program Management Tools – Project Management Software.
- Proficient in the Federal Acquisition Regulation (FAR)
- Understanding and analyzing government contracts, cradle to grave contracting
- RFI, BAA, RFP, RFQ experience
- Writing, proof reading, and editing memorandum, PNM, SSD, Source Selection
- Skilled in research and analysis of data
- DAWIA Level 1 Certified Contracting
- DAWIA Level 2 Certified Contracting
- FAC-C Level 2 Certified Contracting

EDUCATION

LIBERTY UNIVERSITY, LYNCHBURG, VA

Master of Science in Accounting May 2016

Related courses: Accounting, Contract Management, Law, Research, Information Systems, Ethics, Finance, Auditing.

PARK UNIVERSITY, PARKVILLE, MO

Bachelor of Science: Management/Information Systems, 2002 Related courses:

Economics, Law, Statistics, Operations Management

(b) (6)

WORK EXPERIENCE

DOBBINS ARB, GA

Contracting Officer (1102) – January 2019- PRESENT

GS 12 – 40 hours per week – Permanent Component

Assignment Security Clearance: (b) (6)

SAT WARRANT 2019

Contract Types:

GSA Contracts/ IDIQ Contracts SAT and below contracts

Sole Source Contracts

Open Market Contracts

Single-Award Contracts

Delivery and Task Orders

Purchase Orders

Ability One, Federal Prison, SBA

Furniture Contracts \$575K.

Information Technology GSA Contracts \$155K.

Custodial contract administration \$930K.

Contract closeouts.

Firm Fix Price and Hybrid Firm Fix Price with Cost Elements contracts.

Worked commercial, noncommercial commodity supplies and services

Execute contract modifications to change contract requirements post-award

Monitor contractor performance for compliance with applicable laws, data reporting requirements and payment provisions

Quality Assurance Representative for Dobbins ARB.

AIR FORCE DISTRICT OF WASHINGTON, JB ANDREWS, MARYLAND

Contract Specialist (1102) – October 2018- January 2019

NH03 – 40 hours per week – Permanent Component Assignment

Security Clearance: (b) (6)

Prepare and award contracts in accordance with Federal Acquisition Regulation and Department of Defense FAR Supplements using the Uniform Contract Format and all Federal law regulations:

Delivery and Task Orders - FA7014-18-F-5147- **\$452K**

NetCents Contract - AFNCR Network Infrastructure Support Systems Engineering and Technical Assistance (SETA) Contract - **\$7,733,861.63.**

Firm Fix Price, Hybrid, T&M, and Cost Contracts.

Evaluate and recommend the ideal method of procurement for supplies or services based on analysis of requirement/purchase request, Worked commercial, noncommercial commodity supplies and services both competitive and non-competitive contracts from cradle to grave. Monitor contractor and contracting officer representatives to perform post-award and perform contract close-out.

DEFENSE THREAT REDUCTION AGENCY, CONTRACTS DEPARTMENT, FORT BELVOIR, VA

Contract Specialist (1102) – October 2017- October 2018

GS 12/13 – 40 hours per week – Permanent Component Assignment

Security Clearance: (b) (6)

As a Contract Specialist, awarded various contract types including-

Strategic Sourcing Contracts

SIBR/RIF/BAA Contracts

Cost contracting and firm fix price contract vehicles.

R&D contract vehicles to include BAA, RIF/SIBBR/STR acquisitions and Source Selection.

Joint Improvised-Threat Defeat Organization JIDO-17-BAA-RIF-0002 - "Man-portable (Wearable) System that Detects Unmanned Aerial Systems **\$3.2M.**

Overseas Classified Contracts for Competitive and Non Competitive ranges \$7M - **\$9M and other Cost Contracts up to \$25M.**

Cost Contracts utilizing weighted guide lines, DCAA and DCMA rate verification and forward pricing rate agreements, historical data, wage determination, and cost of living differential allowances.

Source Selection training, participation, and leadership to include technical evaluations, Kick Off Meetings, Site Visits, and Inspection/Acceptance assistance.

Provided analysis and solutions to resolve problems with supplies and tools needed to support organizational readiness with the authority of my immediate supervisor.

Price reasonableness and price negotiation memorandums. Worked commercial, noncommercial commodity supplies and services both competitive and non-competitive contracts from cradle to grave.

CATHRYN BRADLEY

THE DEPARTMENT OF HOMELAND SECURITY (DHS), UNITED STATES SECRET SERVICE (USSS), PROCUREMENT DIVISION, WASHINGTON, DC

Contract Specialist (1102) – Jul 2016 – October 2017

GS 11/12 – 40 hours per week – Permanent Component Assignment Security

Clearance: TS/SCI

As a Contract Specialist, awarded various contract types including-

Strategic Sourcing Contracts

BPAs- Graphic Awards \$250K

IDIQ contracts – Strategic Sourcing DHS Large Acquisition Contracts

Single-Award Contracts – HSSS01-17-P-0357, WMATA \$900K (awarded monthly average \$300K)

Delivery and Task Orders - HSSS01-17-J-0005 **\$300K**

Purchase Orders - HSSS01-17-P-0362;

Ability One – Mail Services

GSA – Oasis and Engility \$25K- \$550K

8(a) Sole Source awards. Uniforms

Awards as a Contract Specialist last year: 111 Contract Actions for FY16,

Metro train subsidy. **\$8.5M,**

Childcare Subsidy Program **\$2.8M,**

Mail contract **\$2.1M,**

Competitive and Non Competitive Contracts. Classified and Non Classified Contracts.

NCR Region Public Transport Contract with Department of Transportation. National Park Service Contracts for the Inauguration of President Trump ranging from \$750K to \$1.2M.

Worked commercial, noncommercial commodity supplies and services both competitive and non-competitive contracts from cradle to grave.

Worked IDIQ Delivery Orders

IDIQ Task Orders FA2823-14-D-0015 \$120K

IDIQ Base Awards, VOIP

AF Furniture Commodity contracts= FA2823-14-P-3029 \$37K, FA2823-15-A-4006 - \$50K

GSA Engility, Oasis, HSSS01-17-J-0261

Ability One, 8a,

Large - HSSS01-17-C-0015

Unicor contracts. uniforms

Personal and Non Personal Contracts,

MIPRS IAAs and AAs,

lease agreements,

task orders off Army and Navy contracts,

DHS Strategic Sourcing contracts,

sole source contracts, HSSS01-17-P-0362

Ability One, 8a contracts.

Firm Fix Price, Hybrid, T&M, and Cost Contracts.

WMATA - HSSS01-17-P-0121 / HSSS01-17-P-0201 / HSSS01-17-P-0230 = \$800K (\$8.5 Mil)

Child Care Subsidy Program - HSSS01-17-R-0012 = \$1.4 Mil

PTMS - HSSS01-17-J- = \$1.518Mil (GS12 & GS13 contracts handed over to me)

Mail Contract - Ability One = \$2.1Mil (Mail Bridge Contract- \$230K)

Total Contract Actions = \$10,660,343.92

Interpret regulations, policies, legal decisions and other directives concerning contracting actions and contracting matters

Price reasonableness and price negotiation memorandums.

Source Selection training, participation, and leadership. Source Selection training, participation, and leadership to include technical evaluations, Kick Off Meetings, six month status meetings, Site Visits, and Inspection/Acceptance assistance.

Interpret regulations, policies, legal decisions and other directives concerning contracting actions and contracting matters

THE DEPARTMENT OF THE AIR FORCE, 96 CONTRACTING SQUADRON, EGLIN AFB

Contract Specialist (1102) –2015 – 2016

GS 9 – 40 hours per week – Permanent Component Assignment

Security Clearance: (b) (6)

Net Cents Contracts FA2823-12-P-3009

BPA- FA2823-15-A-4008, FA2823-14-A-3008, FA2823-13-A-3005, FA2823-14-A-3000 –SAT or under

Tier II Furniture Contracts

IDIQ FA2823-14-D-3000- **\$250K**

Service Business Managers with NAFI contracts. \$25K

Tiger Contract Closeout Team Termination for Convenience FA2823-12-S-3002, Termination for default

COR for Initial and Phase II Training,

IT Base Operational Contracts FA2823-15-D-3000, 3001, 3002, 3003 **\$416,000.00.**

Worked commercial, noncommercial commodity supplies and services both competitive and non-competitive contracts from cradle to grave.

NetCents – CCTV Eglin FA2823-15-P-3028, \$115K

Cox Cable for Eglin AFB Contract - FA2823-14-A-3000 **\$3K**

CATHRYN BRADLEY

Worked IDIQ Delivery Orders

IDIQ Task Orders - FA8732-14-D-0019 **\$120K**

IDIQ Base Awards – IT contract - FA2823-14-D-3000 **\$4Mil**

AF Furniture Commodity contracts \$80k - \$150K

Ability One, 8a, GSA and Unicor contracts.

Personal and Non Personal Contracts. FA2823-14-P-8050, FA2823-14-P-3036 – **all under SAT**

COR training and oversight for professional COR GS series.

Reviewed Requirements Package that generally included IGEs, Purchase Requests, item description(s) and appropriate approvals for completeness in preparation for solicitation.

Research available sources and market conditions and make recommendations to the Contracting Officer.

Draft solicitation documents, such as Request for Quotes (RFQ), Request for Proposals (RFP), and/or Combined synopsis/Solicitations approval in accordance with FAR guidance and procedures for Contracting Officer. Prepare and recommend appropriate solicitation terms and conditions, including unique terms and conditions in accordance with FAR guidance and procedures for Contracting Officer's approval.

Develop other pre-award documents that may include Determinations and Findings (D&F), Justifications and Approvals (J&A), and other necessary contract file documents in accordance with FAR regulation and guidance for Contracting Officer's approval.

Prior to release of solicitations, verify availability of funds and prepare requests for Policy and Legal reviews for submission by the Contracting Officer. Release solicitation by electronic posting, or other established means, following approval of the Contracting Officers.

Receive responses to solicitation documents, analyze responses and report findings to Contracting Officers. Work closely with evaluators and Contracting Officers to identify and establish pre-negotiation objectives, assist Contracting Officers with contract negotiations and document the results of negotiations. Documented decisions and/or recommendations in determinations and findings or or memoranda for records as required, which supported decision making and compliance.

Provided analysis and solutions to resolve problems with supplies and tools needed to support organizational readiness with the authority of my immediate supervisor.

THE DEPARTMENT OF THE AIR FORCE, 48 CONTRACTING SQUADRON, RAF LAKENHEATH, UK

Contract Specialist (1102) – 2010- 2011 GS 5 – 40 1 year- hours per week – Term Position Security Clearance: Secret
SABER construction.

Worked medical, non personal, personal, supplies, and saber construction contracts.

Termination for Convenience

Contracts up to \$250,000.00 for Non Personal Services.

SABER Contract \$106,697.00.

Worked commercial, noncommercial commodity supplies and services both competitive and non-competitive contracts from cradle to grave.

Furniture contracts

Worked Saber Task Order to repave flight line at RAF Lakenheath **\$750K**

Afway - FA2823-15-F-3030 **\$36,576**

IT contract - HUGS infant Monitor Lakenheath Hospital \$85K

THE DEPARTMENT OF THE AIR FORCE, NON-APPROPRIATED FUNDS, MCCONNELL AFB

Contract Specialist – Exchange NAF Employee – 2008- 2010 – 2 years

Business Services Specialist / Contract Specialist 35 hours per week – Public Trust Security Clearance

Cure notices and termination for default for NAF contracts. Total contracts up to **\$10K**. FA2823-12-S-3002

OTHER EXPERIENCE

Knowledgeable in EZQuery, Conwrite, PD2, iRAPT, FPDS, APFS, PRISM, System for Award Management, SAM, FAPIIS, PPIRS, CPARS, eCMRA, MICT, AML and SMART. Proficient in Accounting Software and Windows Software. ADP Payroll Systems, ProSystem Practice Management PD2, FBO.gov, EPDS, NetCents, AFWAY, Furniture Commodity Council, WBTA, Procurement Systems, General Services Administration GSA, Government Purchase Card GPC, Strategic Sourcing, Tier II Furniture, Wide Area Workflow WAWF, ATAAPS, TD2, DCPS, and Electronic Document Access (EDA). GSA OASIS, Engility, and ITS3. DHS Strategic Sourcing. Army Contracts. Program Management Tools – Project Management Software. CON-IT. CPARS. TASM. PPIE. CONT.

CERTIFICATIONS

DEFENSE ACQUISITION WORKFORCE IMPROVEMENT ACT (DAWIA) LEVEL I

Defense Acquisition University Issued

March 2017

FEDERAL ACQUISITION CERTIFICATION IN CONTRACTING (FAC-C) LEVEL II

Federal Acquisition Institute (FAI) Issued

March 2017

CATHRYN BRADLEY

DEFENSE ACQUISITION WORKFORCE IMPROVEMENT ACT (DAWIA) LEVEL II

Defense Acquisition University Issued

December 2017

DEFENSE ACQUISITION WORKFORCE

CON 360 – Completed 2020

ACQ 265 – Completed 2020

Clarissa R. Douthit

(b) (6)

(b) (6)

Work Experience

Contract Specialist/1102/GS-11 (DAWAI LEVEL I CERTIFIED)

U.S. Army Corps of Engineers
601 E. 12th Street, Room 647
Kansas City, MO 64106

03/18 – 12/19

S: (b) (6)

P: (b) (6) May contact
40 hrs/w, \$68,974/yr

Duties: Cooperative Agreement awards, Firm Fixed Price and Cost-reimbursement awards, Firm Fixed Price and Cost Reimbursement closeouts, assist Contracting Officer with sealed-bid openings, review contractor audit reports, update milestones in PCF (Paperless Contract Files) system, utilize contract reporting system (FPDS), CEFMS (Corps of Engineers Financial Management System).

I conduct market research, develop pre-negotiation memorandums, prepare and submit acquisition notification letters, and develop solicitations and RFPs for contract awards. I prepare various contractual documentation for contracting officers. I update closeout documents in the contract writing system as well as complete closeout actions for cost-reimbursable/firm fixed fee contracts. I review contractor incurred costs, indirect cost rate adjustments, provisional billing rates, and negotiated indirect cost rate agreements. I ensure closeout documentation is accurately retained in the official contract file. I utilize various computer programs to track, maintain, and communicate regarding the contracting program. I prepare and maintain reports on closeout statuses and projected progress for management. I review documentation for appropriateness, completeness, and reasonableness of information, and submit for proper approval. I maintain visibility of overall fee and capacity for all cost reimbursable contracts within the Hazardous, Toxic, Radioactive Waste (HTRW) branch. I identify closeout work for assignment to another purchasing agents and/or the procurement technician in the HTRW Contracting branch. I track upcoming eligible and overdue cost reimbursement closeouts. I identify and flag issues preventing timely closeout of cost reimbursement contracts. I helped develop and implement the overdue cost reimbursement contract closeout glide path.

Contract Specialist/Procurement Analyst/1102/GS-09 (DAWAI LEVEL I CERTIFIED)

U.S. Army Corps of Engineers
Transatlantic Afghanistan District/Bagram Airfield
Deployment

12/19 – 4/2020

S: (b) (6)

P: (b) (6) May contact
64+ hrs/w, \$57,006/yr

Duties: BPA Calls, Firm Fixed Price awards and closeout actions, review contractor audit reports, update milestones in PCF (Paperless Contract Files) system, utilize contract reporting system (FPDS); CEFMS (Corps of Engineers Financial Management System). Serve as a System Administrator in the Business Oversight Branch (BOB) of the TAA/BAF Contracting Division. Interpret contracting policy and directives and provide guidance and assistance to the USACE Afghanistan District personnel in the execution and administration of complex procurements for supplies, support services, and construction services. Considered a subject matter expert and technical authority responsible for conducting comprehensive reviews of contracting office work products to ensure compliance with the most current acquisition policy.

I assisted with conducting comprehensive reviews and audits of District pre-award and post-award contracting work products, including but not limited to acquisition strategies, acquisition plans, request for proposals, Price Negotiation Memoranda, Source Selection Decision documents, complex contracts, Justification and Approval documents, and proposed modifications. I ensured that acquisitions reflect the application of good business judgment and that District complied with Federal, Department of Defense, Department of Army, and USACE procurement policies, regulations, and directives both prior to and subsequent to award of contracts and modifications. I ensured Contracting Officers utilize standard Directorate of Contracting (DOC) compliance checklists for pre- and post-award contract activities and self-performs Business Oversight Branch review portion of checklists which are then posted in each Paperless Contract File (PCF). I periodically reviewed PCF and other Corps databases to eliminate unnecessary or erroneous data and to monitor input IAW established procedures.

I developed and delivered training for specific needs and corrective actions required by contracting personnel throughout District. I maintained the Division's Mandatory Training Tracker on the BOB SharePoint. I prepared timely and accurate response to data calls from higher authorities and coordinated this responsibility with the BOB senior system administrator to ensure that the responses were consistent with contracting databases. I managed overall metrics for Contracting Division to ensure compliancy, accuracy, and progress to improvement. I redesigned, managed, and maintained the Business Oversight Branch's SharePoint site. Additionally, I developed the following documents: Business Oversight Branch Continuity Book, Getting Started for New Deployers – TAA District; A.01.01 – Pre-Award Actions Requirements Checklist (Blue Form), A.01.01 – Pre-Award Actions Requirements Checklist Addendum. I developed, managed, and maintained TAA Contracting's 886 Vendor Registry by ensuring vendors are registered in JCXS (Joint Contingency & Expeditionary Services) system. I developed and maintained BAF's Capacity Report.

Contract Specialist/1102/GS-09

U.S. Army Corps of Engineers
601 E. 12th Street, Room 647
Kansas City, MO 64106

03/18 – 12/19
S: (b) (6)
P: (b) (6) May contact
40 hrs/w, \$53,581/yr

Duties: Cooperative Agreement awards, Firm Fixed Price and Cost-reimbursement awards, Firm Fixed Price and Cost Reimbursement closeouts, assist Contracting Officer with sealed-bid openings, review contractor audit reports, update milestones in PCF (Paperless Contract Files) system, utilize contract reporting system (FPDS), CEFMS (Corps of Engineers Financial Management System).

I conduct market research, develop pre-negotiation memorandums, prepare and submit acquisition notification letters, and develop solicitations and RFPs for contract awards. I prepare various contractual documentation for contracting officers. I update closeout documents in the contract writing system as well as complete closeout actions for cost-reimbursable/firm fixed fee contracts. I review contractor incurred costs, indirect cost rate adjustments, provisional billing rates, and negotiated indirect cost rate agreements. I ensure closeout documentation is accurately retained in the official contract file. I utilize various computer programs to track, maintain, and communicate regarding the contracting program. I prepare and maintain reports on closeout statuses and projected progress for management. I review documentation for appropriateness, completeness, and reasonableness of information, and submit for proper approval. I maintain visibility of overall fee and capacity for all cost reimbursable contracts within the Hazardous, Toxic, Radioactive Waste (HTRW) branch. I identify closeout work for assignment to another purchasing agents and/or the procurement technician in the HTRW Contracting branch. I track upcoming eligible and overdue cost reimbursement closeouts. I identify and flag issues preventing timely closeout of cost reimbursement contracts. I helped develop and implement the overdue cost reimbursement contract closeout glide path.

**Purchasing Agent (DAWIA LEVEL I
CERTIFIED)/1105/GS-09**

U.S. Army Corps of Engineers
601 E. 12th Street, Room 647
Kansas City, MO 64106

02/18 – 03/19

S: (b) (6)
P: (b) (6) May contact
40 hrs/w, \$50,918/yr

Duties: Cost-reimbursement closeouts, assist Contracting Officer with sealed-bid openings, review contractor audit reports, update milestones in PCF (Paperless Contract Files) system, utilize contract reporting system (FPDS); CEFMS (Corps of Engineers Financial Management System).

I developed standard operating procedures and training materials for DAC (DCAA Audit Coordinator) position/program. I developed an audit tracking tool for contractor incurred/indirect cost audits. I facilitated training for Procurement Technicians and Contracting Interns. I plan, manage, and implement the Contracting Division's Cost Reimbursable Closeout program. I maintain visibility and tracking of all Defense Contract Audit Agency (DCAA) and other audits within the Contracting Division. I drive and maintain the pre-closeout scrub process to ensure information is up-to-date for management. I effectively communicate with contractors, DCAA auditors, contracting officers (within and outside of the agency), Program and Project Managers as well as other stakeholders to ensure information is being communicated in a timely manner. I ensure requested information is disseminated in a timely manner.

I assist contracting officers or contract specialists in reviewing incurred costs, indirect cost rate adjustments, provisional billing rates, and negotiated indirect cost rate agreements. I update closeout documents in the contract writing system as well as complete closeout actions for cost-reimbursable/firm fixed fee contracts. I prepare contractual documentation for contract specialists and contracting officer. I ensure closeout documentation is accurately retained in the official contract file. I utilize various computer programs to track, maintain, and communicate regarding the contracting program. I prepare and maintain reports on closeout statuses and projected progress for management. I review documentation for appropriateness, completeness, and reasonableness of information, and submit for proper approval. I maintain visibility of overall fee and capacity for all cost reimbursable contracts within the Hazardous, Toxic, Radioactive Waste (HTRW) branch. I identify closeout work for assignment to another purchasing agents and/or the procurement technician in the HTRW Contracting branch. I track upcoming eligible and overdue cost reimbursement closeouts. I identify and flag issues preventing timely closeout of cost reimbursement contracts. I helped develop and implement the overdue cost reimbursement contract closeout glide path.

Procurement Technician/1106/GS-05

U.S. Army Corps of Engineers
601 E. 12th Street, Room 647
Kansas City, MO 64106

09/17 – 02/17

S: (b) (6)
P: (b) (6) May contact
40 hrs/w, \$50,918/yr

I developed Procurement Technician training manual. I facilitated monthly Procurement Technician brainstorming sessions. I collaborated with team members on ideas for improving processes, being more efficient, and producing better products and/or services. I maintained an auditable trail for timesheets to include all necessary forms and approvals. I managed, organized, and prepared contract closeouts. I performed timekeeping duties for CT-HTRW branch as well as performed alternate timekeeping duties for Contracting Division, CT-Civil Branch, and CT-Military Branch. I assisted with Contracting Officer Representatives and Administrative Contracting Officer inspections. I assisted Contracting Officers with bid openings. I was responsible for quality assurance reviews of PCF (Paperless Cabinet Files) to ensure compliance and notified contract specialists of any deficiencies. I made any on-the-spot corrections (un-finalized documents, unsigned documents, missing or mislabeled documents, etc.). Plan and carry out any additional ad-hoc assignments in a timely manner. I scheduled appointments, meetings, and conferences, as requested. I complied with regulations in preparation of letter and memoranda, proofread correspondence for branches upon request, assisted contract specialists and the Business Operation Branch

with contract documentation, data calls, and other acquisition records. I provided morale-building ideas to improve teamwork.

Director, Member Communications

PMI Chicagoland Chapter
P.O. Box 1183
LaGrange, IL 60526-9283

07/16 – 07/17
S: (b) (6)
P: (b) (6) May contact
30 hrs/w, \$00,000/yr**NON-PAID

I led a project team of six who are responsible for disseminating communiques via eblasts, newsletters and strategic communiques to more than 4,700 PMI Chicagoland members and non-PMI Chicagoland readers. I managed a project budget, overseeing and approving project expenditures. I supervised volunteers in preparing, reviewing, and copyediting content for Chapter eBlasts, newsletters and special event communicate. I collaborated with Executive Council and directors to ensure all Chapter communication was correct and error-free. I selected and approved visual design vendors.

Area 63 Director

District 30 Toastmasters
No physical address
Chicago, IL

06/16 – 07/17
S: (b) (6)
25 hrs/w, \$00,000/yr**NON-PAID

I supervised and supported six Toastmasters clubs. I was responsible for speech contests, club attendance, **conducting education programs**, maintaining budgets and recruiting volunteers, and mentoring new Toastmasters clubs. I was responsible for **presenting education presentations** to Area 63 clubs.

Project Manager – Professional Development

PMI Chicagoland Chapter
P.O. Box 1183
LaGrange, IL 60526-9283

06/15 – 05/16
S: (b) (6)
10 hrs/w, \$00,000/yr**NON-PAID

I scheduled vendor professional development programs for Chapter members. I developed and reviewed eBlast and newsletter content for professional development events. I collaborated with the professional development project team to ensure **member-training programs** were executed in an efficient and timely manner.

Project Coordinator

Robert Half/Office Team
5 Revere Dr., Ste. 355
Northbrook, IL 60062

08/15 – 04/16
S: (b) (6)
60+ hrs/w, \$21.00/hr

I built and maintained customer relationships. I managed project budgeting, scheduling and adhered to project scope as well as monitored and tracked deliverables. I developed project plans for telecommunications and data network projects for retail clientele.

Program Coordinator

AmeriCorps National/Operation Homefront
1201 New York Ave., NW
Washington, DC 20525

08/14 – 04/15
S: (b) (6)
40 hrs/w, \$18,000/yr

I developed and grew relationships with clients, service providers, military organizations, posts/armories/bases, and donors throughout the state of Illinois. I was the liaison between Operation Homefront Departments, AmeriCorps, and American Legion Auxiliary. I developed and maintained client

database as well as managed and maintained project and program documents in Microsoft SharePoint. I submitted grants for funding moral programs.

Doctoral Student

Walden University
100 Washington Av., South
Minneapolis, MN 55401

01/10 – 06/15
S: Not Applicable
P: (b) (6)
40+ hrs/w, \$00,000/yr

I studied full-time to complete my Ed.S degree in Higher Education and Adult Learning.

Project Manager, Information Technology and Training

P/Strada, LLC
4033 10th Street
Kansas City, MO 64110

07/11 – 04/12
S: (b) (6)
50-60 hrs/w, \$50,000/yr

I developed and updated project plans for information technology projects including information such as project objectives, technologies, systems, information specifications, schedules, funding, and staffing. Facilitated FastTrac entrepreneur training sessions, **training webinars to government clients**. Developed organization IT and **training strategic plans**. **Planned, developed, and implemented online learning management system (LMS)**. Responded to government RFIs/RFQs/RFPs/Solicitations. Tracked Schedule 70 contracts and contract submissions. Developed and managed customer relationships. Managed project execution and adhered to budget, schedule and scope. Monitored and tracked project milestones and deliverables. Managed project teams and adhered to project scopes and budgets.

Adjunct Professor, Information Technology

Ottawa University
4370 W. 109th St., Ste. 200
Overland Park, KS 66211

07/05 – 04/12
S: T (b) (6)
12 hrs/w, \$5,000/yr

I facilitated Intro to Information Technology course. I facilitated Intro to Operating Systems course. I facilitated Intro to Databases course. I facilitated System Design and Analysis course. **I planned, developed, and implemented** Information Technology courses (Intro to Information Technology, Intro to Operating Systems, Intro to Databases, and Systems Design and Analysis).

Education

06/15 Education Specialist Degree in Adult Education, GPA 3.66
Walden University, Minneapolis, MN 55401

05/05 Masters of Arts in Business, GPA 3.38
Webster University, Kansas City, MO 64131

05/97 Bachelors of Arts in Human Relations, GPA 2.928
Ottawa University, Overland Park, KS 66211

06/81 Diploma
Sharpless Alternative High School, Seattle, WA 98208

Certifications

DAWIA Level I – Contract Specialist, 3Mar2020
DAWIA Level I – Purchasing Agent, 19Feb2019

Job Related Training

04/20 – CON 216 Legal Considerations in Contracting
01/20 – SPS 102 SPS-PD2 Contracts
01/20 – SPS 103 SPS System Administration
10/19 – CON 200 Business Decisions for Contracting
09/19 – ACQ 101 Fundamentals of System Acquisition Management
08/19 – CLC 051 Managing Gov't Property in Possession of Contractors
08/19 – HBS 428 Negotiating
07/19 – CLC 056 Analyzing Contract Costs
04/19 – CLC 057 Performance Based Payments & Value of Cash Flow
03/19 – CON 170 Fundamentals of Cost & Price Analysis
12/18 – CON 090 FAR Fundamentals
11/18 – CON 127 Contract Administration
10/18 – CON 124 Contract Execution
09/18 – CON 121 Contract Planning
08/18 – CLC 033 Contract Format And Structure for DOD E-Biz
04/18 – SPS 101 SPS FPDS-NG User
03/18 – CLG 005 Purchase Card Online System (PCOLS)
03/18 – CLM 023 DAU AbilityOne Training
03/18 – CLC 062 Intra-governmental Transactions
03/18 – CLC 113 Procedures, Guidance, and Information (PGI)
02/18 – CLC 067 Mentoring the Acquisition Workforce
02/18 – CLC 013 Services Acquisition
01/18 – CLC 005 Simplified Acquisition Procedures
01/18 – CLC 055 Competition Requirements
01/18 – CLC 046 DOD Sustainable Procurement Program
01/18 – CLC 054 Electronic Subcontracting Reporting System
12/17 – CLC 009 SVC-Disabled Veteran-Owned Small Business Pgm
12/17 – CLC 004 Market Research
12/17 – CLC 003 Sealed Bidding
12/17 – CLG 001 DOD Government-wide Commercial Purchase Card Overview
11/17 – CLC 058 Introduction to Contract Pricing
11/17 – CLC 030 Essential of Interagency Acquisition/Fair Opportunity
11/17 – CLM 059 Fundamentals of Small Business for the Acquisition Workforce
11/17 – CON 237 Simplified Acquisition Procedures (SAP)
10/17 – CON 100 Shaping Smart Business Arrangements

Honors, Awards

02/20 – Received 30-Day Contingency Award and Patch
12/19 – Received Distinguished Toastmaster (DTM) Award from Toastmasters International
02/18 – Promoted from GS-05 to GS-09 within five (5) months
03/18 – Received an OTS (On-the-Spot) award.
05/18 – Received an OTS (On-the-Spot) award.
09/18 – Received an OTS (On-the-Spot) award.
04/17 – Received Advanced Leadership Silver and Advanced Communicator Bronze awards from Toastmasters International.
10/16 – Received High Performance Leadership award from Toastmasters International.

Extracurricular Activities

Member of NWK Focus Group (2018-2019)
Member of NWK Organization Day Committee (2018, 2019)
Bootstraps Toastmasters, President (2019-2020)
A Taste of Success Toastmasters, VP Public Relations (2019-2020)

Toastmasters Unlimited, VP Public Relations (2019-2020)

Other Information

I certify that I can type 70+ words per minute and that the information within this resume is accurate. I have facilitated several workshops during All Hands meetings. Additionally, I am proficient in the following software applications and government financial systems:

CEFMS (Corps of Engineers Financial Management System)

CPARS (Contractor Performance Assessment Reporting System)

CRM (Customer Resource Management)

JCCS (Joint Contingency Contracting System)

JCSX (Joint Contingency & Expeditionary Services)

TBC (Theatre Business Clearance)

Microsoft Access

Microsoft Excel

Microsoft Office 365

Microsoft Outlook

Microsoft PowerPoint

Microsoft Project

Microsoft SharePoint

Microsoft Word

Project Libre

SalesForce

SPOT (Synchronized Predeployment and Operational Tracker)

SPS/PD² (Standard Procurement System/Procurement Desktop-Defense)

LMS (Learning Management System)

VCE/PCF (Virtual Contracting Enterprise/Paperless Contract Files)

WAWF (Wide Area Work Flow)

Lewius Hoang

(b) (6)

Objective and Summary of Qualifications Statement

Seeking fulfilling career as a Contract Specialist with the General Services Administration reviewing requisitions, preparing proposals, participate in negotiations to provide a better faster federal government.

United States Air Force (b) (6)

Communication, Navigation and Mission Systems Journeyman/ Inventory Manager

Time in Service: 02/02/2010 – 05/01/2016

Responsibility: Perform maintenance on communications, navigation & Guidance and Control Avionics Systems, inspect, troubleshoot advance wire maintenance, and analysis equipment for electronic and radar counter measure systems. Analyze malfunctions, inspect, remove, maintain, and install integrated avionics systems. Perform and supervise avionics maintenance and general aircraft servicing and handling.

- *Maintained aircraft avionics systems prioritizing assigned tasks to meet rapidly changing daily objectives*
- *Procured equipment and hazardous materials, maintaining full stock of consumable items*
- *Collaborated with Department of Defense Quality Assurance to address defective parts*
- *Trained and supervised new employees in standardized aircraft maintenance procedures to orchestrate a smooth flow of operations*
- *Composed product quality deficiency reports*
- *Inspect work products from coworkers to ensure compliance with technical specifications*
- *Analyzed account of equipment under warranty, maintaining relations with external vendors*
- *Reviewed guidelines of host nation and relevant agencies*

- *Proposed continuous process improvement methods to increase productivity in the work center, resulting in reduction of manhours and improved efficiency*
- *Led small ad hoc work teams to introduce new equipment and communicate with upper management to present relevant workplace issues*

USAF NJ Air National Guard

Communication, Navigation and Mission Systems Craftsman

Time in Service: 05/02/2016 to 11/01/2019

Responsibility: (b) (6) I manage, supervise, administer, lead, advise on safety of work conditions including protecting personnel and property from the hazardous consequences of adverse conditions in area of responsibility during deployment to combat areas. Equally, present safety concerns while home station should conditions concerning safety arise. Extensive experience educating and training personnel, understanding of the basic principles and concepts of Communication Security instructions, laws, policies, regulations, rules, procedures, and methods.

HONORS, AWARDS AND SPECIAL ACHIEVEMENTS

Air Force Achievement Medal, Meritorious Unit Award, Air Force Good Conduct Medal, Armed Forces Expeditionary Medal, Global War on Terrorism Service Medal, AF Longevity Service, AF Overseas Long Tour Ribbon, Nuclear Deterrence.

EDUCATION 2010 to 2019

Community College of the Air Force

Maxwell AFB, Al., U.S.A.

- (b) (6)

- *Electronic Principles – Keesler, AFB. MS. – 2010*
- *3-Level Electronic Warfare Principles – Sheppard, AFB. TX. – 2010*
- *5-Level Avionics Technology Journeyman (CDC - 2A55A) – 2011*
- *Airmen Leadership School (CDC – 00001) – 2014 COURSE*
- *7-Level Avionics Technology Craftsman (CDC – 2AX7X) – 2017*
- *FTD Integrated Avionics systems, Block 45 –McGuire AFB, NJ – 2017 COURSE*

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, May 2020
Major: Risk Management and Insurance
Overall GPA – 3.15

Honors and Activities:

Gamma Iota Sigma Professional Risk Management, Insurance and Actuarial Science Fraternity, Spring 2018 – Present

- Property and Casualty Career Development Committee, Member, Spring 2018 – Present

Related Courses (Completed by May 2020):

- | | |
|---|---|
| - <i>Managing Human Capital Risk</i> | - <i>Statistical Business Analytics</i> |
| - <i>Managing Property Liability Risk I, II</i> | - <i>Operations Management</i> |
| - <i>Managing Risk Across the Enterprise</i> | - <i>Global Business Policies</i> |

COMPUTER SKILLS:

Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Training Business Area (TBA), G081, Joint Deficiency Reporting System (JDRS)

Jason M Mellor

(b) (6)

Country of Citizenship: United States

Veterans' Preference: (b) (6)

Availability: Job Type: Permanent
Presidential Management Fellows
Recent Graduates
Multiple Appointment Types
Internships
Telework
Work Schedule: Full-Time
Multiple Schedules

Desired locations: United StatesBucks County
United StatesCentral City
United StatesChestnut Hill
United StatesMontgomery County
United StatesPhiladelphia County
United StatesPhiladelphia
United StatesWilmington
United StatesJoint Base McGuire-Dix-Lakehurst
United StatesBerks County
United StatesKing of Prussia

Work Experience: RAM Technologies, Inc.
04/2018 - 07/2019
275 Commerce Drive
Salary: \$69,525.00 USD per year
Fort Washington, PA 19034 US
Hours per week: 45
Supervisor: (b) (6)
Okay to contact this Supervisor: Contact me first

Business Analyst / Implementation Specialist

Works closely with team members and project stakeholders to transform business requirements into concise, functional/technical specifications, perform complex analysis and configure health plan / medical management enterprise software to exceed client needs. Prepares detailed reports for clients, development teams, technical writers and senior leadership. Provides onsite training and support to end users and BPO partners throughout project to evaluate operational and management objectives, streamline processes, ensure a seamless go-live transition, and foster a dependable partnership thereafter. • Identifies system modification opportunities, prepares enhancement proposals and consults on best practices. • Implements comprehensive technology and services solution alongside client SME's to achieve business objectives efficiently, ahead of schedule, and with a customer service mindset.

Pennsylvania Air National Guard

12/2015 - 12/2018

Horsham Air Guard Station

Salary: \$67,561.56 USD per year

1051 Fairchild St. Bldg 203

Hours per week: 40

Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

Horsham, PA 19044 US

Contract Specialist

- Facilitates contract planning and determination of appropriate contract type for a wide variety of procurement activities, to include contingency operations, special purpose buildings, IT systems and services, and supplies that meet both civilian and military specifications. Executes contract actions in a fast-paced, geographically separated, cross-functional team environment.
- Performs detailed analysis of responses to solicitations, including adequacy of competition, compliance with solicitation, price reasonableness and responsiveness.
- Utilizes historical and precedent data, labor rates and standard industrial cost and pricing data to evaluate prospective contract price.
- Analyzes data requirements, market trends and conditions, and contractor performance to maximize procurement efficiency, and adherence to the Federal Acquisition Regulations (FAR) and Defense Federal Acquisition Regulations Supplement (DFARS).
- Developed acquisition vehicles to produce best value supplies and services, as well as manage all aspects of the life cycle of a contract, resulting in over \$880k in installation-wide improvements.
- Applies statutory and policy procurement-related requirements resulting in the construction, furnishing and commencement of new Unmanned Aerial Vehicle Squadron 2.5 years ahead of schedule.
- Regularly provides advice, guidance, training, correspondence and assistance to technical or program personnel, customers, functional commanders and/or contractors. Supports senior contracting leaders.
- Applies knowledge of military protocol, information technology and federal regulatory guidelines to performance of contract

procurement, administration and termination objectives in a dynamic team-based environment.

SELECTED ACCOMPLISHMENTS: Member of Contracting Team working closely with surrounding community leaders to develop and execute multi-million dollar water treatment facility as part of corporate social responsibility initiative. Selected as approving official for base-wide Government Purchase Card program. Successfully monitored micro- purchase transactions in excess of \$100K with no discrepancies. Served as class leader for Air Force Contracting Specialty School. Mentored junior Airmen and peers both in and out of classroom setting. Earned Distinguished Graduate honors.

United States Air Force

05/2014 - 12/2015

March Air Reserve Base

Salary: \$58,540.00 USD per year

1320 Graeber St.

Hours per week: 40

Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

Riverside, CA 92518 US

Aerospace Medical Services Manager

- Planned, coordinated and evaluated routine patient care and treatment of beneficiaries to include over 3,800 flying and special operational duty personnel.
- Maintained oversight of grounding and waiver management initialization and tracking protocols for 210 personnel. Identified medical conditions that may be disqualifying for worldwide duty and initiated physical, mobility or duty restrictions as applicable.
- Facilitated in-service training on new procedures, techniques and equipment to 60 medical personnel. Performed pharmacy, laboratory, bioenvironmental, optometry, public health, logistics, administration and records custodian duties to preserve continuity of care, as well as to expedite deployment-related medical affairs.
- Regularly presented comprehensive reports, statistics and recommendations to command staff and high-level management.

SELECTED ACCOMPLISHMENTS: Facilitated Operation Eduring Freedom deployment staging convention at Joint Mobility Processing Center. Administered over \$283K in vaccinations and laboratory samples to 340 deployers, enabling 100% mobility. Directed sustainment support for Operation United Assist, executing 452 Air Mobility Wing anti-Ebola public health protocols and safeguarding base population. Expedited short notice deployment for 24 members, 5 days prior to 2-week deadline. Performed security clearance and medical profile reviews in accordance with required deployed health regulations. Increased squadron Individual Medical Readiness (IMR) statistics 20%; achieved highest ranking unit in Air Mobility Command compliance standings.

United States Air Force

07/2012 - 05/2014

United States Naval Hospital Okinawa,

Salary: \$52,680.00 USD per year

Camp Foster

Hours per week: 50

Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

Chatan-Cho, 47 JA

Medical Operations Supervisor

- Assisted flight chief with the supervision, management and coordination of patient care for a 16-bed Neonatal Intensive Care Unit (NICU). Provided multidisciplinary medical care for level 2 and level 3 neonates requiring significant medical intervention. Primary medical technician on sole trans-oceanic neonatal air transport team in United States Pacific Command.
- Supervised training, scheduling and surveillance of 12 enlisted team members, as well as ensured compliance with Joint Commission Standards and Naval Hospital guidelines.
- Coordinated the procurement and management of 520 highly specialized neonatal and transport equipment items valued in excess of \$2.9 Million; United States Naval Hospital Okinawa's largest equipment account.
- Assigned and adjusted lifecycle performance standards and recurring formal safety inspection priorities, as well as an internal control mechanism to ensure mission ready status.
- Executed 12 urgent aeromedical evacuation transport missions totaling over 65K miles, ensuring critically ill NICU patients received life-saving medical care at the highest echelon of neonatal treatment facilities.
- Initiated and led supply room process improvement project, resulting in inventory control measures, streamlined ordering procedures and an 80% increase in space utilization.

SELECTED ACCOMPLISHMENTS: Identified and corrected 84 equipment discrepancies prior to Joint Commission on Accreditation of Healthcare Organizations and Medical Inspector General on-site inspection and survey, resulting in Gold Seal accreditation. Supported Okinawa Critical Care Nursing Conference by facilitating 52 personnel in 2 days that resulted in 800 earned continuing education credits, saving the Air Force and Navy \$208K in combined temporary duty travel costs. Evaluated and qualified 6 new critical care technicians on 196 core competencies and more than 190 hours of NICU specialized functions and patient care objectives, expanding certified staff by 14%.

United States Air Force

12/2009 - 07/2012

Kadena Air Base

Salary: \$42,400.00 USD per year

Okinawa City, 47 JA

Hours per week: 40

Aerospace Medical Technician

• Delivered quality paraprofessional outpatient health care to 25K beneficiaries at the Air Force's largest overseas combat wing. • Championed Patient Centered Medical Home (PCMH) initiative; provided clinical support to 10 primary care managers during routine medical and minor surgical procedure appointments. Compiled detailed information of patient visits to encompass vital signs, diagnostic testing and documentation. • Aided more than 30 procedures and 6K medical examinations, generating \$400K in medical group productivity. • Managed \$5K unit orthopedic supplies account; minimized redundant orders by 30%. • Guided Flight safety program; trained 45 members through unit protocols and procedures and completed 3 Inspector General surveys with excellent rating. **SELECTED ACCOMPLISHMENTS:** Selected as unit Air Force Assistance Fund point of contact. Dedicated more than 40 hours to fundraising efforts and achieved 100% contact, resulting in a combined \$195K raised; exceeded goal by 165%. Conducted and evaluated Emergency Medical Technician refresher course, resulting in the recertification of 16 first responders with the National Registry.

Education: Syracuse University

Syracuse, NY US

Technical or Occupational Certificate - 12/2020

Relevant Coursework, Licensures and Certifications:

Lean Six Sigma Green Belt - Professional Certification

Southern New Hampshire University

Manchester, NH US

Some College Coursework Completed - 06/2022

3 Semester Hours

Major: Computer Science

Minor: Software Engineering

GPA: 3.0

Relevant Coursework, Licensures and Certifications:

Introduction to Scripting Application Development

Gwynedd Mercy University

Philadelphia, PA US

Master's Degree - 01/2019

30 Semester Hours

Major: MBA

Minor: Strategic Management and Leadership

GPA: 3.84

Honors: Cum Laude

Relevant Coursework, Licensures and Certifications:

Business Communication Ethical Decision Making / Corporate Social Responsibility Strategic Management Managing Business Operations Marketing Planning Managing Human Capital Accounting for Decision Makers Global Management

Community College of the Air Force

Maxwell AFB, AL US

Associate's Degree - 04/2017

60 Semester Hours

Major: Contracts Management

GPA: 4.0

Relevant Coursework, Licensures and Certifications:

Contract Solicitation & Award Government Contracting Applications Contingency Contracting Introduction to Contracting Contract Management Principles of Contract Administration Contracting Apprenticeship

Excelsior College

Albany, NY US

Bachelor's Degree - 06/2015

120 Semester Hours

Major: Business and Management

GPA: 3.2

Relevant Coursework, Licensures and Certifications:

Microeconomics Macroeconomics Principles of Finance Organizational Behavior Financial Accounting Statistics Marketing Business Leadership Project Management International Business Human Resource Management Integrated Business and Management Assessment

Community College of the Air Force

Maxwell AFB, AL US

Associate's Degree - 04/2017

60 Semester Hours

Major: Practical Nursing Technologies

GPA: 4.0

Archbishop John Carroll High School

Radnor, PA US

High School or equivalent - 06/2001

GPA: 3.8

Job Related Training: American Society of Home Inspectors (ASHI) Home Inspection Training, 2020 Defense Acquisition University Fort Belvoir, VA United States Technical/Occupational Certificate 04/2017 Contract Specialist / DAWIA Level 1 Certification Relevant Coursework, Licenses and Certifications: Fundamentals of Cost and Price Analysis In-Residence (CON 170) - DAU, 2017 Federal Acquisition Regulation (FAR) Fundamentals In-Residence (CON 090) - DAU, 2016 Six Sigma: Concepts and Processes (CLE 008), 2016 Small Business Program for Contracting Officers (CLC 025), 2016 Contract Format and Structure for DOD E-Business Environment (CLC 033), 2016 Performance Based Payments and Value of Cash Flow (CLC 057), 2016 Introduction to Contract Pricing (CLC 058), 2016 United States Air Force Training: Contract Specialist Journeyman Course In-Residence - Air University, 2016 Contract Specialist Technical Training School (Class Leader), 2016 Immunization Backup Technician Resident Program, 2014 Automated Neuropsychological Assessment Metrics Training, 2014 Air Force Supervisor Safety Course, 2013 Non-Commissioned Officer Development, (Distinguished Graduate), 2013 Marine Corps Corporals Course (Distinguished Graduate), 2013 Airman Leadership Course (Distinguished Graduate), 2013 Neonatal Aeromedical Transport Course, 2012 Neonatal Resuscitation Program, 2012 Air Force Train the Trainer, 2012 Aeromedical Evacuation Contingency Operations Training, 2011 Airman Professional Development (Top Graduate), 2011 Security Forces Augment Training, 2011 National Registry of Emergency Medical Technicians (2010) Aerospace Medical Service Technical Training School (Top Graduate), 2010 Air Force Basic Military Training (Top BMT Graduate), 2010

Affiliations: Excelsior College Alumni Association
Alumni Ambassador / Alumn

Defense Acquisition University Alumni Association
Alumni / Member

(b) (6)

References: (b) (6)

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(b) (6)

Additional Information: SUMMARY OF QUALIFICATIONS: (b) (6)

who is detail oriented, highly dedicated, service oriented and adaptable. A goal-oriented team contributor with excellent time management, communication and objective prioritization skills. I am both a leader and a team contributor who is committed to producing top quality results in a competitive market. I have a vast understanding of change management, esprit de corps and the value of leadership and mentorship. I learn new skills quickly and easily, thrive on working with a team of motivated and talented professionals, and always welcome a challenge. TECHNICAL SKILLS: Computer: Procurement Desktop Defense (PD2), Purchase Card Online System (PCOLS), Paperless Contract Files (PCF), Defense Enterprise Accounting and Management System (DEAMS), Invoicing, Receipt, Acceptance and Property Transfer (iRAPT), Armed Forces Health Longitudinal Technology Application (AHLTA), Aeromedical Services Information Management System (ASIMS). Word Processing: Microsoft Word Spreadsheet: Microsoft Excel Database Management: SQirreL SQL Other: Microsoft Outlook, PowerPoint, advanced internet/market research Typing Speed: 80+ words per minute CERTIFICATION RECORD: (b) (6) 2009-2019 DAWIA Level 1 Certification, 2017-2019 Awards: AF Commendation Medal, 2014 AF Outstanding Unit Award, 2014 AF Good Conduct Medal, 2014 AF Overseas Long Tour Medal, 2014 AF Longevity Medal, 2014 Flight Airman of the Quarter, 2014, 2013, 2012, 2011 Medical Operations Squadron Airman of the Quarter, 2013, 2012 Medical Group Airman of the Quarter, 2013, 2012 USAF Non-Commissioned

Officer Professional Military Education Medal, 2013 AF Achievement Medal, 2012 Professional Airman Award, 2011, 2012 AF Global War on Terrorism Medal, 2010 AF National Defense Service Medal, 2010 USAF Basic Military Training Top Graduate Medal, 2010 USAF Basic Military Training Honor Graduate Medal, 2010 AF Training Ribbon, 2009

James A. Santos

(b) (6)

Country of Citizenship: United States

(b) (6)

Highest Grade: 13

Work Experience: United States Air Force

05/2006 - 07/2007

Salary: \$0.00 USD Per Year

Minot AFB, ND US

Hours per week: 40

Contract Specialist

Conducted contract actions on Purchase Orders for supplies and services including: equipment and supplies for various squadrons on base; Education Counseling and Advising Services at the Base Education Center issued under a Blanket Purchase Agreement; Snow Removal Contract; and the Linen Exchange Service Contract for the Temporary Lodging Facility. Using the FAR and Agency Supplements (Defense Federal Acquisition Regulation and the Air Force Federal Acquisition Regulation), I monitored these acquisitions from initiation to post-award administration. Initiated administrative functions including; determining the required contract action for promoting competition to obtain supplies and services from the source whose offer was most advantageous to the government; publicizing all contract actions using combined synopsis and solicitation for commercial supplies or services procured; and preparing the purchase order by compiling all information used in the determination and creating the contract file in accordance with the Uniform Contract Format (FAR 14). Prior to awarding the contract, I was responsible for reviewing representations and certifications, past performance capabilities by determining the responsiveness of prospective contractors using statistical data, and past performance reports to include the Central Contractor Registration (CCR), Online Representations and Certifications Application and the EPLS. Additionally, I conducted detailed price comparisons through Market Research; source selections; and prepared price objectives and memoranda; and determined the priority of use using Government supply sources in accordance with the regulation set forth in FAR 8. Responsible for proofreading Statements of Work to identify loopholes, grammatical errors, and ambiguities that were difficult to understand, and independently suggesting revisions or additions to ensure information pertaining to the contractor's obligations were clear and adequate. Post-award administrative functions included: maintaining the contract file by following up on all contract actions, issuing modifications and amendments to the

contract as needed; and monitoring contract performance of assigned contracts to ensure compliance with the criteria, standards, and deliveries specified in each contract. Conducted training for authorized callers on Blanket Purchase Agreements and ensured authorized callers performed contract actions in accordance with the regulations set forth in FAR 13 through quarterly surveillances.

Federal Aviation Administration

11/2014 - 04/2016

16600 John F Kennedy BLVD

Salary: \$67,137.00 USD Per Year

Houston, TX 77032 US

Hours per week: 40

Series: 1102

Pay Plan: FV

Supervisor: (b) (6)

Okay to contact this Supervisor: Contact me first

Contract Specialist

Responsible for providing acquisition support for the Federal Aviation Administration, Central Service Center in the Southwest Regional Office including the pre-award and post-award functions of an assortment of requirements such as specialized equipment, professional services and technical services contracts and professional architectural and engineering contracts. Pre-award functions include: reviewing Requests for Procurement by analyzing the requirement and recommending revisions to the statement of work as needed; acquisition planning; preparing solicitation documents; analyzing proposals for conformance with the solicitation; performing cost/price analysis; and subsequently recommending award to the Contracting Officer. Post-award functions include: partnering with program offices to maintain credibility on technical issues; monitoring Contractor performance with the Contracting Officer's Representative (COR's); utilizing the Oracle Acquisition Management System in conducting administrative actions, modifications, purchase orders and task/delivery orders; completing FPDS-NG reports; evaluating Contractor performance in the Contractor Performance Assessment Reporting System (CPARS); and performing contract closeout and contract termination in accordance with the Federal Acquisition Regulation (FAR) and Acquisition Management System (AMS). Responsible for the evaluation of prospective bids and utilizing source selection strategies by ensuring strict compliance with the solicitation and RFP; performed detail analysis of all bids to determine bid responsiveness and responsibility of each Offeror, and supporting the Contracting Officer in making award to the bidder offering the best value in the interest of the Agency.

General Services Administration

04/2016 - 01/2017

301 D Street SW

Salary: \$77,490.00 USD Per Year

Washington DC, DC 20202 US

Hours per week: 40

Series: 1102

Pay Plan: GS

Grade: 12

Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

Contract Specialist

Responsible for the pre-award and post-award functions of an assortment of requirements for the Acquisition Division, within the National Capital Region: such as specialized equipment, professional services and technical services contracts and operations and building maintenance contracts. Pre-award functions include: reviewing Requests for Procurement by analyzing the requirement and recommending revisions to the statement of work as needed; acquisition planning; preparing solicitation documents; analyzing proposals for conformance with the solicitation; performing cost/price analysis; and subsequently recommending award to the Contracting Officer. Post-award functions include: partnering with program offices to maintain credibility on technical issues; monitoring Contractor performance with the Contracting Officer's Representative (COR's); utilizing the Electronic Acquisition System Integration (EASi) in conducting administrative actions, modifications, purchase orders and task/delivery orders; completing FPDS-NG reports; and performing contract closeout and contract termination in accordance with the Federal Acquisition Regulation (FAR). Responsible for the evaluation of prospective bids and utilizing source selection strategies by ensuring strict compliance with the solicitation and RFP; performed detail analysis of all bids to determine bid responsiveness and responsibility of each Offeror, and supporting the Contracting Officer in making award to the bidder offering the best value in the interest of the Agency. Significant Accomplishments: Successfully Administered 17 Public Buildings Service contracts for the National Capital Region, while serving as a Panel Member for a Basic Ordering Agreement re-compete.

US Department of Transportation

01/2017 - 01/2019

1200 New Jersey Ave SE

Salary: \$100,203.00 USD Per Year

Washington DC, DC 20590 US

Hours per week: 40

Series: 0343

Pay Plan: GS

Grade: 13

Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

Program Analyst (Acquisitions)

Responsible for evaluating, analyzing and developing customer agency requests in an effort to create common solutions by interpreting guidance, policies, procedures and directives for the acquisition of Information Technology (IT), Professional Services and Telecommunication solutions, within the Office of the Chief Information Officer (OCIO). Customer agency requests included: identifying IT resources required to oversee workforce, project planning and other related studies in acquisition, IT and Telecommunication; analyzing and evaluating the effectiveness of line IT operations, on a qualitative and quantitative basis, in order to meet established goals or objectives; and developing life cycle cost benefit and economic evaluations of current and future programs. Partnered with Subject Matter Experts (SMEs), Stakeholders across the agency, and the Vendor Community to develop integrated solutions in support of IT hardware/software and Telecommunication products by: determining and documenting requirements; conducting and in depth comprehensive analysis of end-user resources such as Statements of Work (SOW), Independent Government Cost Estimates (IGCE), Internal/External Solicitations and Determinations and Findings (D&F); and conducting Market Research and industry analysis through GWAC vehicles such as NASA SEWP, NITAAC and GSA. Participated in Corrective Action Planning and Coordination with Contracting Officers (CO) the most appropriate acquisition strategy for each requirement, by collaborating in the development of proposal evaluation criteria, conducting meetings on various acquisition topics, tracking progress of acquisition milestones, and providing analysis and expert guidance in an effort to arrive at a total solution. Significant Accomplishments: Lead a change management project which included: creating standard operating procedures for the Procurement Team with the Resource Management Office; utilizing past performance metrics and forecasting models to shift our procurement actions from a reactive last-minute procurement process to a strategic, planned procurement system; and developing solutions leading to improved systems and office workflows. The immediate organizational effects lead to accelerated invoice processing and a reduction in lapses with expiring requirements.

General Services Administration

07/2019 - 01/2020

1800 F Street NW

Salary: \$102,477.00 USD Per Year

Washington DC, DC 20002 US

Hours per week: 40

Series: 1101

Pay Plan: GS

Grade: 13

Supervisor: (b) (6)

Okay to contact this Supervisor: Contact me first

Business Development Specialist

Responsible for providing procurement, acquisition, and contracting guidance to federal customers and their missions for Information Technology (IT) and Telecommunication solutions for the Office of Information Technology Category (ITC), Customer Engagement Division (CED). IT procurement guidance includes: monitoring program reviews of business management and business development, IT offerings and requirements, financial analysis, and customer services; maintaining portfolio programs and recommending adjustments to take advantage of changing IT trends, new technology and obsolete technology; and educating federal agencies on the General Services Administration's (GSA) IT government wide acquisition contracts, serving as a technical consultant regarding customer requirements for acquisition support services. In this capacity, I served as a customer advocate by analyzing and measuring the effectiveness, efficiency and productivity of administrative and IT programs, partnering with federal agencies to create common solutions for IT, telecommunications, and acquisition services. Furthermore, I developed metrics to measure the success of initiatives and using qualitative and quantitative data in working with federal agencies, IT vendors and consultants in determining if agencies needs are met through GSA Solutions in the information technology industry. Significant Accomplishments: Successfully developed a National Account reference template for the Department of Health and Human Services (HHS), which highlighted the key HHS Bureaus (CMS, NIH, FDA, CDC) with the highest Information Technology Agency Spend. The template focused on each bureau's Offices to Focus On, Key Personal, IT Strategic Initiatives, and Opportunity Outreach & Training Plan. Additionally, the reference template was used as a baseline for the Department of Homeland Security and the Department of the Army.

General Services Administration

01/2020 - Present

819 Taylor Street

Salary: \$101,995.00 USD Per Year

Fort Worth, TX 76102 US

Hours per week: 40

Series: 0301

Pay Plan: GS

Grade: 12

Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

Industrial Operations Analyst

Responsible for implementing overall industrial operations and contract administrations for the Information Technology Schedules Contract within the Office of the Information Technology Category (ITC), Supplier Management and Compliance Division. Industrial Operations Analyst tasks include: conducting complex assessments, inspections and thorough in depth comprehensive analysis of contractor compliance and performance on the GSA Schedule 70 – Multiple Award Schedule Contract via virtual evaluation of contractor systems, processes, procedures, products, and records. In this capacity, I independently manage post award contractual compliance issues, by reconciling and effectively resolving actual and potential contract discrepancies and violations while developing effective working relationships with customers and maintaining these relationships throughout projects. Following assessment review, I prepare written reports documenting compliance and noncompliance with contract requirements and provide detailed evidence supporting the conclusions and findings of the assessment. Additionally, I distribute the finalized report to Procurement Contracting Office (PCO) and Administrative Contracting Officer (ACO) for final review. Furthermore, I support Business Process Improvements, and Corrective Action Planning and Coordination through data analytics and expert guidance in an effort to arrive at a corrective action plan by providing technical expertise, market research, and industrial support, keeping customers advised of problems, solutions and developments on projects as they progress. Significant Accomplishments: Successfully completed Supply Chain Risk Management (SCRM), Senior Analyst Training.

Education: Community College Of The Air Force

Maxwell AFB, AL US

Technical or Occupational Certificate - 09/2007

Relevant Coursework, Licensures and Certifications:

Contacts Management Certificate, USAF Tech School

University of Texas Arlington

Arlington, TX US

Bachelor's Degree - 05/2019

Semester Hours

Major: University Studies

Job Related Training: 09/2017, FAC-C Level I Certification, Federal Acquisition Institute - Contract Planning (CON 121), 09/2017 - Contract Execution (CON 124), 10/2017 - Contract Management (CON 127), 10/2017 - Fundamentals of Cost Price Analysis (CON 170), 11/2017 - FAR Fundamentals (FCN 190), 12/2017 - Basic Contracting for GSA Schedules (FAC 023), 09/2017 - Small Business Programs (FAC 031), 09/2017 - Performance Based Payments (CLC 057), 09/2017 - Introduction to Contract Pricing (CLC 058), 09/2017 08/2017, FAC-P/PM Information Technology (IT)

Certification - Applied Earned Value Management (FPM 213) - Applied Leadership in Projects & Programs (FPM 214) - Applied Acquisition for Fed. Govt Project Managers (FPM 212) - Applies Project Management for the Fed. Govt. (FPM 211) - IT PM Core Principles and Processes (FPM 403) - IT PM Operations and Security (FPM 402) - IT PM Management and Resources (FPM 401) 01/2018, The Federal Budget Process, Management Concepts 02/2017, Contracting Officer's Representative (COR) Level II Certification, Federal Acquisition Institute

(b) (6)

Additional Information: Performance Appraisal Award (Department of Transportation), \$593.00, October 2017 Performance Appraisal Award (General Services Administration), \$1162.00, December 2016 National Contract Management Association, Member, 2013 Performance Appraisal Time-off Award, 21hrs (US Department of Education), November 2011 Time-off Award, 9hrs (US Department of Education), June 2011 Performance Appraisal Award, \$871.41 (National Institutes of Health), February 2010 Basic Military Training Honor Graduate, June 2006 Air Force Aid Scholarship Recipient, 2002, 2003, 2004

Keisha D Reid



Country of Citizenship: United States

Highest Grade: 12

Availability: Job Type: Permanent

Work Schedule: Full-Time

Desired locations: United StatesSan Antonio

Work Experience: General Services Administration

01/2017 - Present

2300 Main Street

Kansas City, MO 64108 US

Hours per week: 40

Series: 1102

Pay Plan: GS

Grade: 12

Supervisor: (b) (6)

Okay to contact this Supervisor: Contact me first

Contract Specialist

Graduate of GSA's Emerging Leaders Program (ELP), August 2018. The ELP is a robust two year leadership development program focused on growing future talent within the GSA organization.

Contract Specialist Duties: Performs procurement planning tasks, including researching market conditions and identifying within assigned programs the sub-systems, components, supplies and services to be acquired by the contract. Evaluates technical submissions, bids, or offers for responsiveness to the solicitation. Assists higher graded Contract Specialists in negotiating modifications, determining contract cost changes, price adjustments, progress, partial and final payments. Assists higher graded Contract Specialist in executing modifications and supplemental agreements. Performs procurement planning tasks, including researching market conditions and identifying within assigned programs the sub-systems, components, supplies and services to be acquired by the contract.. Evaluates technical submissions, bids, or offers for responsiveness to the solicitation. Performs the full range of post-award functions. Negotiates modifications, determining contract cost changes, price adjustments, progress, partial and final payments. Executes

modifications and supplemental agreements. Closes out contracts Prepares and carries out routine pre- and post-award acquisition actions Creates and prepares the solicitation package and all other pertinent documentation and drafting needed for the final contract Evaluates vendor offers for both technical and price/cost factors to ensure best value to the organization/agency Negotiates contracts, orders and modifications with multiple clauses and/or addendums Responds to and resolves a variety of acquisition questions/issues that require research to provide recommendations/responses Analyzes routine contracting issues and identifying alternative courses of action Planning and carrying out pre- and post-award acquisition actions; Preparing solicitation documentation incorporating necessary specialized provisions, and drafting the final contract; Evaluating vendor offers for both technical and price/cost factors as well as evaluating bidders capacity to perform/comply with contract clauses and specifications; Planning and conducting negotiations on price, technical requirements, terms, and conditions of the contract; Responding to and resolving acquisition questions/issues that require research to provide recommendations/responses; Analyzing contracting issues and identifying alternative courses of action.

United Way of Greater Kansas City

08/2016 - Present

4727 Logan Ave

Salary: \$14.15 USD Per Hour

Kansas City, MO 64136 US

Hours per week: 30

Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

Community Based Referral Agent

Establish clear and effective communication using good contact techniques and active listening in a non-judgmental way. Accurately assess caller's needs and engage in collaborative problem solving to prioritize and develop an action plan without offering advice or opinions. Provide thorough, appropriate, and helpful referrals, information, and/or intervention services to address the caller's need(s). Help caller address any perceived barriers or challenges to getting assistance. Offer honest information regarding services or programs that may not exist in our community. Discuss alternatives, if possible. Use direct intervention and advocacy when needed as agreed to by the caller. Conduct complete and accurate interviews and capture all required data into I&R software(s). Respect and maintain client confidentiality; follow all agency and program guidelines regarding confidentiality. If a client is in a crisis, life-threatening or suicidal situation, assist the client to move from an emotional state to a cognitive state. Demonstrate a willingness and ability to work with difficult callers or calls using accepted techniques and principles. After proper Suicide Intervention/Prevention training, be able to answer suicide calls in addition to I&R calls. Develop and practice individual self-care plans. Follow up on referral cases or other inquiries as needed Demonstrate a desire to improve with active

and open participation in quality assurance program. Participate in staff development and trainings sessions as assigned. Perform related tasks as required and assigned by United Way of Northeast Florida. Demonstrate a commitment to the United Way mission statement and Code of Ethics in all interactions with coworkers and constituents.

Department of Veteran Affairs

11/2013 - 01/2017

Network Contract Office 15

3540 S. 4th St Leavenworth

Hours per week: 40

Series: 1102

Pay Plan: GS

Grade: 09

Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

Leavenworth, KS 66048 US

Contract Specialist

Performs acquisition planning for various acquisitions simultaneously Creates and updates milestone plans for every new procurement action Creates and documents all required contracting actions in eCMS. Documentation examples include contract close-out, modification documents, filling contract administrative documents in the briefcase, in accordance with the briefcase index and in accordance with agency time lines and procedures. Procure and plan acquisitions for standard or specialized items contracts where specifications have become standardized and established competitive markets and price competition exist Review requisition package for adequacy, consistency, and compliance with administrative, regulatory, and procedural requirements Performs cost/price analysis on change order proposals and analysis of delivery requirements Negotiates prices and/or additional time required for performance and consideration on behalf of the Government Types of contracts completed firm fixed-price, indefinite delivery, or similar contracts Selects the best type and method of contracting to include proper documentation, and selection of socioeconomic set asides Performs market research, and reviews specifications and statements of requirement Prepares and issues solicitation documents selecting appropriate clauses Conducts negotiations for competitive and noncompetitive procurements Ensures solicitation, pre-award and post-award actions and documentation are reviewed for sufficiency in accordance with the current Integrated Oversight Process Ensures pre-award actions taken comply with VA and Federal Acquisition Regulations as well as Agency Policies; VA/VHA Directives, VA/VHA Handbooks, VA/VHA Information Letters, VHA Chief Procurement Officer Standard Operating Procedures and Supreme Court decisions Ensures price or cost analysis is documented for contracts and reflects the basis for determining the award price is fair and reasonable and the best value to the Government and tax payers Plans and manages

workload sufficiently in advance to adequately address competing priorities Contracts are awarded timely and in accordance with milestone plans Meets compliance with FPDS reporting requirements for award and modifications. Ensures FPDS entries are complete and accurate Monitors contract performance through telephone conversations, correspondence, site visits, inspections, progress reports, and analysis of contractor metrics, for compliance with performance standards, applicable laws, delivery schedules, payment provisions, inspections, progress reports, and other requirements stated in the contract Outstanding ability to communicate in writing or verbally with both internal and external customers to ensure that the needs of the station, information received, contract terms, and supplies and commodities purchased are accurate and correct Excellent ability to adjust to change or work pressure in a pleasant manner, handle differences of opinion in a business like fashion, follow instructions conscientiously, and function as a team member, helping the group effort where possible Prepares correspondence in a professional and timely manner using sound judgment to resolve issues, concerns or problems citing applicable laws, regulations, and or policies Conducts post-award conferences with Contractor and Government personnel to provide information and to clarify standard and special contractual provisions of the contract

Department of Veteran Affairs

01/2012 - 11/2013

4101 S. 4th Street Trfwy

Leavenworth, KS 66048 US

Hours per week: 40

Series: 0544

Pay Plan: GS

Grade: 06

Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

Payroll Technician

Independently research, interpret and analyze an extensive spectrum of sources including pertinent sections of the law and regulations, operating instructions, references and guidance contained in legislative history to embrace the correct course of action. Provide customer service to customers via telephone, e-mail, and fax in a professional manner while utilizing the most up to date technologies in communicating with them. Communicate and decipher complex and highly technical issues and national laws to customers both orally and in writing using plain language to help them navigate through the process and systems. Skill in conducting analytical reasoning for planning, policy, problem solving and operating decisions. Independently monitors access and consult reports on a daily basis. Services as primary service timekeeper for several assigned specialty areas. Processes incoming and outgoing materials such as health insurance and retirement documentation. Conduct data queries; validate and analyze data, retrieves and creates reports for management on program

elements. Performing research in electronic systems and paper records; Codes/Processes payroll documents accurately and timely. Process actions within the pay period received to avoid retro adjustments, with minimal oversight of Senior CPT. Error rate 3% or lower. Process W-4, SF 1199A, address changes, savings bonds, charitable contributions, savings allotments, employment organizational codes, restored leave and donated leave. Process remedy tickets, special pay requests, and modified R's (pre-conversion adjustments). Reviews/monitors records and time cards accurately and timely; Revise/responds to error/reject messages. Follows the daily schedule of reviewing DCPS/PAID reports and processes the corrections needed. Process/review actions and time cards per regulation, and other time keeper functions in accordance with Austin deadlines. Reviews/verifies Master Record information, time-card posting and 8B code string prior to transmittal. Completes corrections on line within DFAS processing schedule. Consistently maintains and organizes records, reports, files in a neat, orderly and timely manner. Able to account for payroll records at all times; and responsible for data management. Specialized experience in project management; responsible for overseeing a variety of special projects to include but not limited to Quimby Adams, Donated Leave, Advanced Sick/Annual Leave, Premium Pay concern and disputes and etc. Knowledge of VA Pay/Leave and Coding/Processing regulations and procedures. Use office automation software such as word processing, spreadsheet, and database programs to create reports, spreadsheets and similar documents. Skill in dealing effectively and providing technical information with regard to human resources with a variety of people from diverse background and educational levels. Responsible for maintaining employee payroll accounts requiring regular and recurring application of pay and leave laws, rules, regulations and agency policy regarding overtime, differentials, holiday, special rates, premium pays, and allowances, which at times involve conflicting requirements. Communicate courteously, clearly and concisely, both orally and in writing to a diverse audience in an efficient manner for smooth functioning of a committee that is integral part of human research protection program. Track, gather, and compile data in order to prepare reports and other correspondence/documents. Work independently in accomplishing a wide variety of responsibilities including setting priorities, organizing and adjusting workflow, exercising judgment and meeting deadlines. Verify, transmit, and input health insurance and TSP information for employees. Work closely with the station and employees to resolve questions or concerns regarding employees pay or benefits information. Work with Health Insurance Carriers to resolve conflicts regarding plans, premiums, premium reimbursements and cancellation of coverage. Investigates employee concerns regarding pay and benefits and must demonstrate exceptional communication skills. Screens incoming mail to identity what needs to be brought to the attention of the supervisor, referred to appropriate staff, rerouted to other organizations/ offices, or handled personally. Develop and recommend the framework for policies, programs and systems designed to increase efficiency and economy of Administrative and Personnel functions and operations. Analyze the organizational structure, workload data, and other indicators to recommend changes. Provide managerial and technical assistance to other staff offices and field personnel in methods for maintaining financial compliance and reporting.

Internal Revenue Service

11/2010 - 01/2012

333 Pershing Rd

Kansas City, MO 64108 US

Hours per week: 40

Series: 0962

Pay Plan: GS

Grade: 5

Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

Contact Representative

Obtain and furnish information, provide guidance, and assist taxpayers with resolving questions or concerns directly relating to tax payments, tax liability, tax liens and a variety of other situations and scenarios. Make determinations and use sound judgment to resolve taxpayer disputes and delinquency issues. Communicate and decipher complex, highly technical issues and national laws to assist customers both orally and in writing using plain language to help them navigate through the process and systems. Superior ability to communicate with customers/tax payers verbally or in written format. Review and determine taxpayer's needs and redirect calls to various social services, private, non-profit, and other government agencies. Perform administrative and clerical processes using a computer to reconcile discrepancies. Address wide range of tax issues/problems that require unique solutions. Consult with internal and external customers to best define and determine the needs of the taxpayer and to provide accurate information and guidance regarding personal and business tax matters. Excellent fact-finding and analytical problem solving skills, resulting in practical recommendations or solutions to resolve taxpayer's issues and concerns. Analyze and evaluate information involving the research of computerized records by accessing multiple online/database systems. Secure and protect sensitive personal and financial information. Excellent ability to establish priorities as well as adjust and respond to changing issues, requirements and solutions. Extensive knowledge of the laws, rules, regulations and guidelines pertaining to a wide array of government functions. Apply and interpret laws, rules, regulations, and written guidelines. Communicate orally, with a large volume of people from different socioeconomic backgrounds in order to provide answers and resolutions for complex tax issues. Work effectively with managers, supervisors, employees, bargaining unit officials, and other persons in a manner that promotes confidence. Process and prepare amended tax returns which include the following: calculation of tax credits, determination of tax exemptions, tax filing status updates/changes and a multitude of other tax related changes. Determine the best course of action to resolve majority of inquiries and is expected to provide courteous service to request(s) conveying a pleasant, caring and helpful attitude. Maintain current knowledge of procedures, policies, internal processes and tax laws and liabilities to ensure that the

information provided is accurate. Independently prepare written documents such as correspondence, memoranda, reports, and various tax documents. Participate in process improvement to help streamline the steps taken to effectively assist customers in a timely fashion. Use office automation software and software such as Microsoft Word, Excel, and Access programs to create reports, spreadsheets and similar documents. Return customer calls in a timely manner to ensure customer satisfaction. Track and follow-up all customer requests in a timely manner. Process Amended Tax Returns on paper 1040X forms, by reviewing submitted information and recalculating the entire original tax return. Provide assistance on inquiries initiated by taxpayers by determining information needed to resolve inquiries, and researching pertinent tax data through internal computer systems, accounting records, telephone contact, IRS officials or other agencies; Take corrective actions to close a case, such as adjusting taxpayer's account, recomputing tax liability, and preparing manual refunds; Refer possible violations of tax law or cases requiring examination determinations or legal determinations of the tax code. Keep abreast of new policies, procedures, regulations, directives, etc. Resolve complex and highly visible problems requiring seasoned technical judgment.

Education: University of Phoenix

Kansas City, MO US

Master's Degree - 12/2013

Major: Management

Relevant Coursework, Licensures and Certifications:

Accounting Forces Influencing Business In The 21st Century Human Capital Development Managing The Business Enterprise Transformational Leadership Implementing Organizational Initiatives Conflict Management Creativity, Innovation and Organizational Design Corporate Governance Managing in a Cross Cultural Environment

Park University

Kansas City, MO US

Bachelor's Degree - 05/2004

Major: Business Administration

Minor: Management

Relevant Coursework, Licensures and Certifications:

Business Applications Financial Management Intro To Human Resources Management Organizational Behavior Principles of Accounting II Principles of Management Principles of Marketing Productions and Operations Management

Johnson County Community College

Overland Park, KS US

Associate's Degree - 05/2002

Major: Liberal Arts

Job Related Training: CLC025 Small Business Program for Contracting Officers 02/07/2014 CLC033 Contract Format and Structure for DoD e-Business Environment 07/30/2014 CLC056 Analyzing Contract Costs 09/11/2014 CLC057 Performance Based Contracting 09/11/2014 CLC058 Introduction to Contract Pricing 09/15/2014 CLC056 Analyzing Contract Costs 11/08/2014 CLC051 Managing Government Property 02/04/2015 CLC008 Indirect Costs 07/05/2019 FAC023 Basic Contracting for GSA Schedules 03/04/2015 FAC031 Small Business Programs 03/05/2015 HBS428 Negotiating 04/0/2016 HBS409 Decision Making 06/06/2017 Performance Based Acquisition 06/06/2019 CON100 Shaping Smart Business Arrangements 12/30/2013 CON090 A&B Federal Acquisition Regulation (FAR) Fundamentals 04/11/2014 CON121 Contract Planning 10/16/2014 CON124 Contract Extension 11/25/2014 CON090 C&D Federal Acquisition Regulation (FAR) Fundamentals 12/12/2014 CON127 Contract Management 12/18/2014 CON170 Fundamentals of Cost and Price Analysis 11/07/2014 CON270 Intermediate Cost and Price Analysis 01/16/2015 CON280 Source Selection and the Administration of Service Contracts 04/22/2016 CON290 Contract Administration and Negotiation Techniques in a Supply Environment 06/24/2016 CON200 Business Decisions for Contracting 02/23/2017 CON216 Legal Considerations in Contracting 04/02/2017 CON244 Construction Contracting 06/16/2017 CON360 Contracting for Decision Makers 07/21/2017 CON243 Architecture-Engineering Services Contracting 07/13/2018

References: (b) (6)

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

(b) (6)
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

(b) (6)
[REDACTED]
[REDACTED]
[REDACTED]

(b) (6)

(b) (6)

Additional Information: Level II FAC-C 12/22/2017

MICHAEL J. BOTTARY

(b) (6)

Objective Seeking a challenging position where I can make a difference, continue to learn and build on the skills and knowledge already obtained.

Experience

DEPARTMENT OF VETERAN AFFAIRS Leavenworth, KS Jan 2014

Contract Specialist GS-12 02/2014-Present

Level II Warrant and

Level II FAC-C 09/2016

- My position requires and I have knowledge of the legislation, regulations, and methods used in contracting; and knowledge of business and industry practices, sources of supply, cost factors, and requirement characteristics.
- I currently administer Construction Contracts valued between thirty thousand and twenty million dollars, assuring compliance with the terms and conditions of contracts, including resolution of problems concerning the obligations of the parties.
- I administer service type Architectural and Engineering contracts with an estimated value of ten percent of the construction cost.
- Provide signatory authority and execute contract awards within warrant authority, as requested by the supervisor.
- I solicit, evaluate, negotiate, and award contracts with commercial organizations, educational institutions, and nonprofit organizations for furnishing products and services.
- I prepare bid and proposal specifications based on market research and organizational needs; write and review technical specifications and contracts for purchase of goods and services in conformity with Agency policy, VAAR, FAR, and Public Laws.
- Advertise all applicable requirements and preparing the solicitation document using agency contract writing systems for issuance (eCMS), insuring regulatory and legal sufficiency, and promoting maximum competition.
- I utilize electronic systems for contract writing (i.e. eCMS), contract management, contract reporting (i.e. FPDS), financial management (i.e. IFCAP), in accordance with Agency policies.
- I review requisitions and specifications to obtain competitive quotations from vendors; prepare and analyze proposals and quotes to determine best value for the Government; prepare task orders and stand-alone contracts; keep file of vendors from whom requests for proposals and quotes have been sent, and record proper documentation.

- I review bids and determine responsiveness and responsibility of the low bidder for negotiated procurements, determines the selected offeror(s) that represents the best value, serve as the Source Selection Authority (SSA), facilitate negotiations, and prepare detailed price negotiation memoranda.
- Prepare and post request for quotes, pre-solicitations, solicitations, and award notices to FedBizOpps, Fedbid, GSA e-Buy, and NASA SEWP. Determine the appropriate procedures to use to obtain goods and services that will fill the requirements, meet the delivery schedule, provide the best value to the Government, and conform to acquisition regulations.
- Write contract supporting documentation such as determination and findings, market research memorandum, price negotiation memorandums, and synopses actions on FedBizOpps (FBO).
- Aid requiring activity in performing market research, reviewing specifications and statements of work, and approving acquisition milestone plans.
- Prepare required findings and sufficiently documents determinations. Coordinate with the appropriate Agency, Service Area Office (SAO), Veterans Integrated Service Network (VISN), or Small Business Administration (SBA) Small Business Liaison on matters relevant to all aspects of socio-economic goal requirements.
- I advise Contract Officer Representatives on all contractual issues involved with their projects.
- Approve certified invoices in Invoice Payment Processing System.
- Conducts pre-and post-award conferences with contractors and VA staff.
- Schedule delivery dates; follow up on delayed deliveries.
- Resolve formal and informal complaints and grievances made by the contractor or the facility.
- Prepare documentation for award including Federal Procurement Data System (FPDS) reports, solicitation and award synopses, eCMS documents, and administrative correspondence.
- Mentor, Review Solicitation and Award Actions for junior level Contract Specialists.
- Train and mentor junior level Contract Specialists on contract formation, documentation, FAR and VAAR requirements.
- Review work of junior team members at various stages of completion to assure compliance with regulations.
- Analyzing and evaluating cost or price proposals and accounting systems data. Formulating and administering policies and procedures to insure achievement of Federal socioeconomic goals, such as those affecting small business, veteran owned, and disadvantaged business firms.
- Perform procedures applicable to contract administration, including change orders, supplemental agreements, terminations, claims, modifications and close out of contracts.

- Perform cost/price analysis on change order proposals and analysis of delivery requirements.
- Determine that the selected offeror(s) represents the best value (price and other factors considered) and meets regulatory requirements to be considered a responsible contractor for negotiated procurements.
- Closes out contract upon completion of the contract, resolution of all conflicts, and final disposition of payment and obtains adequate release of Claims documents.
- Maintain Level II FAC-C with continuing education, while preparing for Level III FAC-C
- Warrant Level II up to 7 million for all contracts.

**DEPARTMENT OF VETERAN AFFAIRS Leavenworth, KS SEPT
2012- JAN 2014**

Financial Administrative Assistant (OPECC) GS-7/2

- Responsible for billing and insurance verification functions as they pertain to the e-Pharmacy program for all medical centers serviced by the Central Plains Consolidated Patient Accounts Center (CPAC).
- Acts as the liaison for the CPAC, Medical Center CPAC staff, Medical Center Pharmacy and CMOPs to resolve issues or problems with electronic submission and to maximize collections.
- Perform claim processing functions related to prescription drugs provided for beneficiaries with reimbursable prescription insurance.
- Provides expertise claim submission actions, ensuring claims are submitted in compliance with VA regulations, Laws, Directives and policies required for Medical Care Cost Recovery.
- Adhere to the requirements of the appropriate insurance provider to improve collections.
- Review returned/rejected claims for reason for rejection or denial, taking appropriate corrective action, and resubmitting claims for payment; Verifying and investigating benefits with payers.
- Advise Pharmacy staff on the policies and procedures pertaining to electronic submission of pharmacy claims.
- Researches and resolves problems and posts payments, adjustments, denial codes, and non-payment collections.
- Work closely with Utilization Review staff exchanging information with clinicians regarding determination of service connected medication.
- Conduct extensive research and data compilation to solve complicated claims that arise during the electronic submission of pharmacy claims.
- Keeps in touch with the status and progress of work and makes day to day adjustments in accordance with established priorities.
- Notifies and advises the Pharmacy Service Chiefs and Facility Revenue Directors in a timely manner concerning immediate or potential problems related to insurance verification and patient account functions.

- Researches and/or analyzes problems, issues or program requirements and other administrative issues related to electronic submission of claims.
- Train, mentor and provide guidance to new employees as required.
- Develop and maintain a professional working relationship with all facility Pharmacy and Revenue staff.

DEPARTMENT OF VETERANS AFFAIRS Leavenworth, KS JUL/2011-SEPT/2012

Medical Reimbursement Technician GS-6/02

- Process all reimbursable billing activities including consideration of professional and facility services, sharing agreements, Tricare, Champ VA, Medicare and pharmacy billing.
- Responsible for third collection from insurance companies and for accounts receivable including humanitarian, DOD, Tricare, Tort Feasor, workman's compensation, fugitive felon, ineligible, CHAMP VA, and no-fault auto accidents.
- Ensure that all billable cases are identified and that bills are generated in accordance with Federal guidelines.
- Coordinate completion of forms with patients, administrative staff, and providers.
- Audits accounts, insuring payments recovered by Insurance carrier are posted in a timely manner to the Veterans account.
- Ensures all billing data is entered timely and maintained accurately in the automated billing system.
- Reviews health insurance policy provisions to identify and comply with individual plan requirements.
- Establishes and adjusts short-term priorities and deadlines.
- Establish work standards and compliance standards.
- Protect printed and electronic files with sensitive data in accordance with provisions of the Privacy Act of 1974 and other applicable laws, regulations, VA statutes and policy, VHA policy.
- Consistently communicates and treats customers in a courteous, tactful, and respectful manner.
- Establish and maintain working relationships with others both internally and externally done daily with verbal and electronic communication between CPAC and VAMC assigned.
- Developed a working relationship with health-care support staff daily, including accounts management, health information management, first party, insurance verification, and hospital financial personal.
- I also communicate with the UR staff to help determine if a procedure or appointment was service connected.
- Independently plan and prioritize planning, scheduling, and carries out required assignments everyday as part of my job.
- Train other employees for inpatient billing and assign workload as asked by immediate supervisor.

- Responsible for reviewing and detailed research of the unbilled, CSA, MRW, and Huron reports daily.
- Solve errors or inconsistencies made during the bill process and if needed refer them back to coding or insurance verification.
- Gather and analyze billing records to ensure they have been coded and accurately billed for optimum revenue collection.
- Maintain an organized and functional filing system to keep patient information protected per HIPPA act and can update and generate a verbal or written report for supervisors or manager.

DEPARTMENT OF VETERANS AFFAIRS Topeka, KS AUG/2010-JUL/2011

Contact Representative (PCC) GS-6

- Receive telephone calls from and responds to veterans, their family members and/or legal representatives concerning basic billing inquiries by responding to their questions and concerns and resolving administrative pharmacy activities.
- Use analytical and evaluative techniques to identify and resolve issues or problems the Veteran might have.
- Determine most appropriate action or identifies alternatives in resolving issue(s) through in-depth research, interpretation and analysis of master record information contained within the VISTA system and several other resources.

FIRST BIOMEDICAL INC. Olathe, KS 2007-2009
Biomedical Engineer

- Duties include inspection, repairing, and calibrating various medical equipment including infusion pumps, defibrillators, and patient monitors.
- Train and develop junior technicians, lead teams of technicians on various projects from inception to completion including gathering data on specific medical equipment.
- Presented to the hospital administrative staff to insure compliance with state and federal regulations.

DEVRY UNIVERSITY Kansas City, MO 2005 –2007
Faculty Assistant

- Duties included assisting Professors and Students in the Electronics Lab with trouble shooting and general instruction to complete their assigned projects.

WEYERHAEUSER Richmond, VA 2000 – 2002
Design Supervisor

- Responsible for the structural design of residential home plans using Engineered Wood Products.

- Assign and review work daily to assure production is met. Supervise and manage the design department including interview potential employees, approve and scheduled leave, develop performance standards and gave employee evaluations.
- Distribute and balance the workload among employees in accordance with established work flow or job specialization, assure timely accomplishment of the assigned workload and assure that each employee has enough work to keep busy.
- Conduct internal reviews for compliance and training purposes ensures each designer has completed the required training.
- Retrieve and store electronic documents and files and resolve any negative issues that impacted the work production.
- Trained new and current employees on new products and software used in the design process.
- Distributed workload. within the team and ensured the work assignments of employees in the team are completed.
- Communicated using visual aids, verbal, and written reports with general managers and business administrators during weekly and monthly meetings, informing them of work production, sale of engineered wood products, as a direct result of the design center staff.
- Developed ways for fellow designers to learn and design faster with the precise accuracy needed to meet production goals and customer demands.
- Held weekly meetings and training seminars with design center staff to increase production and allow staff to ask questions on any
- policies or company related concerns I also gave feedback on how the team was doing and what the monthly goals needed to be met.
- Exercised supervisory authorities and responsibilities involving work assignment and review, as well as the administrative and personnel management functions relative to the staff supervised.
- Maintained and administrated contracts to vendors and supply companies to include purchasing, negotiate, and evaluate new and existing contracts.

UNITED STATES NAVY

NAS Oceania, VA 1988- 1990

AVIATION ORDNANCE TECHNICIAN

- Maintained and repaired weapon systems on F14 fighter jets.

Education

2007

DeVry University

Kansas City, MO

Bachelor of Science in Biomedical Engineering & Technology

TAU ALPHA PI Engineering National Honor Society

GPA: 3.6 Honors

2000

ITT Technical Institute

Norfolk, VA

Associate of Applied Science in Computer-Aided Drafting

GPA: 3.5 Honors

Training

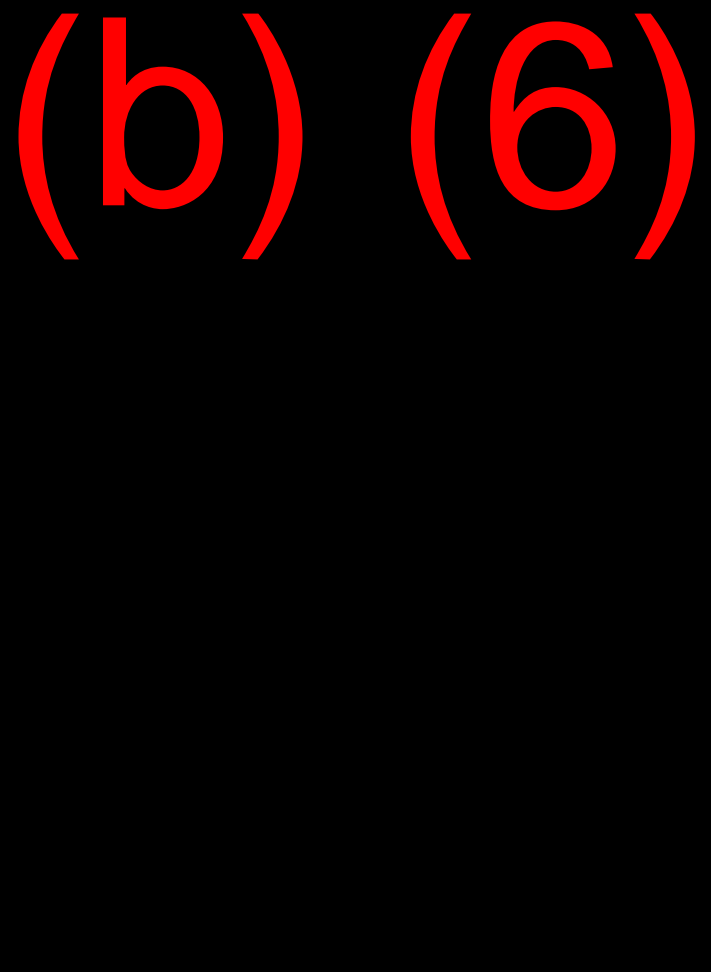
- CON-090A Federal Acquisition Regulation Fundamentals Module A: Contracting Overview
- CON-090B FAR Fundamentals: Contract Planning
- CON-090C FAR Fundamentals: Contract Formation
- CON-090D FAR Fundamentals: Contract Administration
- CON-100 Smart Business Arrangements
- CON-121 Contract Planning
- CON-124 Contract Execution
- CON-127 Contract Management
- CON-170 Fundamentals of Cost and Price Analysis
- CON-237 Simplified Acquisition Procedures
- CON-243 Architect Engineer Service Contracting
- CON-244 Construction Contracting
- CON-270 Cost and Price Analysis
- CON-280 Source Selection and Administration of Service Contracts
- CON-290 Contract Administration and Negotiation
- CLC-005 Simplified Acquisition Procedures
- CLC-031 Reverse Auctioning
- CLC-047 Contract Negotiation Techniques
- CLC-055 Competition Requirements
- FAC 023 Basic Contracting for GSA
- FAC 031 Small Business Programs
- FFM 403 Federal Appropriations Law
- Prevention and Management of Disruptive Behavior (PMDB)
- Promoting Competition - Case Study for OIG Report No 12-01235-132
- Electronic Contract Management System (eCMS)
- Procurement Overview
- Procurement Process
- VOSB/SDVOSB Mandatory Training VAIQ 7362551
- Government Ethics and Inside Ethics
- OPM'S Championing Diversity
- OPM'S Emerging Leaders I&II
- OPM'S Customer Service Excellence Course
- OPM'S Extraordinary Leadership I&II
- OPM'S Strategic Middle Manager I&II
- Clear Writing through Critical Thinking
- LSS Yellow Belt
- Microsoft Suite include word, excel, and power point
- FPDS
- GSA Advantage
- SEWP
- Fed Biz Ops

Award's

Four-hour time off award on 6-20-2019

Reference's

(b) (6)



Michael Bradford Williams

(b) (6)

Highest Grade: 13

Availability: Job Type: Permanent

Temporary

Term

Detail

Seasonal

Multiple Appointment Types

Internships

Intermittent

Telework

Work Schedule: Full-Time

Part-Time

Shift Work

Intermittent

Job Sharing

Multiple Schedules

Desired locations: United StatesWashington

Work Experience: Federal Deposit Insurance Corporation (FDIC)

12/2019 - Present

550 17th Street NW

Salary: \$65,000.00 USD Per Year

Washington, DC 20429 US

Hours per week: 40

Series: 0999

Pay Plan: CG

Grade: 09

This a time-limited appointment or temporary promotion

Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

Law Clerk

Completed Level I Contract Oversight Manager training, which covered the following: (a) use of various contracting methods and types, phases of acquisition; (b) components of requirements packages; (c) how market research is conducted and used in the pre-award phase; (d) how a statement of work is used in developing the independent government cost estimate; and (e) proper oversight, documentation, ethics, and payment of invoices. Regular duties include the following: (a) performing supervised legal research and writing; (b) preparing legal memoranda covering a wide range of topics relating to litigation, bank supervision, and enforcement; (c) developing and drafting legal opinions on legislation, regulations, and policy statements, relating to insured depository institutions; and (d) providing advice on consumer laws.

U.S. Securities and Exchange Commission (SEC)

06/2015 - 03/2019

100 F Street NW

Salary: \$120,000.00 USD Per Year

Washington, DC 20549 US

Hours per week: 40

Series: 0511

Pay Plan: SK

Grade: 13

Auditor

Provided advice on acquisition regulations in the context of performance audits. Audited contractor performance to ensure full compliance with contract terms, conditions, and specifications. Through auditing agency contracts, gained knowledge of basic acquisition regulations, policies, laws, and techniques for acquisitions. Audited acquisition contracting techniques, methods, and procedures of contracting. Audited pre-award and post-award functions, and the soliciting and awarding of contracts for services. Conducted audits and evaluations of diverse agency programs and drafted related reports. Researched legislation, regulations, and policy to identify relevant compliance criteria. Applied knowledge of accounting and auditing principles to examine and review SEC policies, procedures, systems and processes. Employed a wide range of audit techniques, such as interviews and data analytics, to identify and structure audit findings. Evaluated facts, drew inferences from data, and presented results to senior management. Maintained knowledge of other SEC elements and functions to plan audit approaches, identify program and procedural responsibility for complex operations, design audit techniques for unique situations, and develop recommendations to improve operational efficiency. Planned assignments, resolved conflicts that arose, and coordinated audit efforts to decide depth of analysis and to develop conclusions.

U.S. Army Reserve

04/2016 - Present

9020 Gunston Road

Salary: \$0.00 USD Bi-weekly

Fort Belvoir, VA 22060 US

Hours per week: 4

Army Officer

Managing unit training, individual training, deployment readiness, and administrative separations; and Graduate of the U.S. Army's Financial Management Course which focused on Department of Defense financial management certification and business analytics offered through a partnership with the University of South Carolina.

Public Company Accounting Oversight Board (PCAOB)

06/2019 - 08/2019

1666 K Street NW

Salary: \$0.00 USD Bi-weekly

Washington, DC 20006 US

Hours per week: 40

Legal Intern

Researched case law and drafted memoranda concerning legal issues that arose during civil investigations. Analyzed documents produced during investigations and drafted interrogatories.

Sheppard, Mullin, Richter & Hampton LLP

03/2019 - 05/2019

2099 Pennsylvania Avenue NW

Salary: \$0.00 USD Bi-weekly

Washington, DC 20006 US

Hours per week: 20

Law Clerk

Reviewed, formatted, and managed discovery responses associated with regulatory administrative litigation. Researched blockchain developments related to the natural gas industry.

Federal Energy Regulatory Commission (FERC)

12/2014 - 06/2015

888 First Street NE

Salary: \$0.00 USD Per Year

Washington, DC 20426 US

Hours per week: 40

Series: 0511

Pay Plan: GS

Grade: 07

Auditor

Conducted financial audits of FERC-jurisdictional companies. Prepared supporting documentation and workpapers in support of audits. Assisted in conducting financial audits that required systematic examination and appraisal of financial records, financial and management reports, management controls, and policies and practices affecting or reflecting the financial condition and operating results of FERC-jurisdictional entities. Examined accounting records to assess accuracy, completeness, and conformance to reporting and procedural standards. Generated and maintained tables of financial data and information to evaluate and record findings.

National Aeronautics and Space Administration (NASA) Office of Inspector General (OIG)

05/2014 - 08/2014

Johnson Space Center

Salary: \$0.00 USD Per Hour

2101 NASA Pkwy

Hours per week: 40

Series: 1899

Pay Plan: GS

Grade: 05

Houston, TX 77058 US

Investigative Trainee

Assisted Criminal Investigators and office support personnel in nonroutine duties associated with complex criminal investigations. Work assignments primarily included investigating contractor fraud and other Federal Acquisition Regulation violations. Assignments also related to other complaints and allegations indicating possible fraud, waste, or abuse involving NASA programs and personnel. Established a basic knowledge of sources of Government supply and services. Worked closely under the supervision of an investigative auditor and assisted in performing financial analyses throughout multiple ongoing investigations. Compiled sensitive bank account information and created basic analytics, which assisted in identifying fraud indicators and criminal conduct.

Deloitte & Touche

01/2014 - 03/2014

7900 Tysons One Pl

Salary: \$0.00 USD Per Hour
McLean, VA 22101 US
Hours per week: 60

Audit Intern

Performed analytical review of audit documents. Established working relationships with client personnel. Prepared financial statement reports and documentation supporting Deloitte & Touche's audit opinions.

U.S. Army

10/2004 - 05/2013
1400 Defense Pentagon
Salary: \$0.00 USD Bi-weekly
Washington, DC 20301 US
Hours per week: 45

Soldier

Performed various assigned duties, domestically and abroad.

Education: The George Washington University Law School

Washington, DC US

Professional

Major: J.D. anticipated May 2021 (part-time, evening student)

Relevant Coursework, Licensures and Certifications:

Completed a course titled "Formation of Government Contracts," which covered: basic acquisition regulations, policies, laws, and techniques for simplified acquisitions; evaluation of offers for responsiveness, price reasonableness, and responsibility; pre-award and post-award functions; soliciting and awarding contracts for commercial items; providing advice on acquisition regulations and requirements; drafting and issuing request for quotes; and conducting negotiations and issuing awards.

Wake Forest University

Winston-Salem, NC US

Master's Degree - 12/2014

42.5 Semester Hours

Major: Accounting

GPA: 3.5

Relevant Coursework, Licensures and Certifications:

Certified Public Accountant (CPA)

Post University

Waterbury, CT US

Bachelor's Degree - 05/2012

Major: Accounting

Job Related Training: Department of Defense Financial Management 101 -- Acquisition & Contracting (completed 3/15/2020): course covered acquisition in DoD, key terms and concepts, the basics of Defense Acquisition Process, regulations and guidance for DoD Acquisition Management, an introduction to DoD contracts, and fundamentals of obligations and commitments. Contract Oversight Management Level I (completed 2/26/2020): course covered use of various contracting methods and types, phases of acquisition, components of requirements packages, how market research is conducted and used in the pre-award phase, how the key elements of a statement of work are used in developing the independent government cost estimate, proper oversight, documentation, ethics, and payment of invoices.

ROBERT M. REMENTER

CITIZENSHIP: U.S.

VETERANS' PREFERENCE: NONE

AVAILABILITY: FULL-TIME

ANNOUNCEMENT: 20FASA198BMP

POSITION: CONTRACT SPECIALIST

Focused and detail-oriented general and operations manager with a passion for contracting seeks to employ top-class education and analytical skills as a contract specialist with the General Services Administration. In previous roles, developed company-wide procedures for financial reporting that eliminated multiple inefficiencies and saved thousands in labor and lost payment discounts; discovered inefficiencies in and then reprogrammed Micros databases across multiple units to reduce mistakes, increase productivity and increase client satisfaction; developed catering contracts; reviewed, approved and monitored contract obligations from vendors.

SUMMARY OF QUALIFICATIONS

- Well Educated on Contract Terms, Drafting and Analysis
- Extensive Experience in Research, Data Analysis and Reporting
- Outstanding Communication Abilities
- Skilled Utilizing Data from MS Excel, Micros Database, Invoices and Other Reports to Provide Quantitative and Qualitative Analysis in a Multitude of Formats
- Examined Costing to Provide Analysis to Supervisors
- Conducted Audits for Payroll and Inventory

WORK EXPERIENCE

Thompson Hospitality, Reston, VA

July 2013 – December 2019

General and Operations Manager

November 2015 – December 2019

Salary: \$68,000 Hours/Week: 50+

Supervisor: (b) (6)

CONTRACT MANAGEMENT: Developed catering contracts for customers using cost analysis and customer needs as a foundation for negotiations over terms including price, delivery, timing and

miscellaneous charges to maximize benefit for both parties. Monitored supply contracts for food to ensure quality standards as well as food safety and other terms were being met. Monitored and negotiated with vendors for repair and maintenance contracts including materials, labor, timing, cost and standards.

FINANCIAL MANAGEMENT: Managed a store with over \$2 million in sales per year. This included weekly auditing of prices from invoices for inventory purposes, weekly inventory of all food and beverage items, calculating costs, identifying variances, detecting inefficiencies and developing plans to improve. Additionally, all controllable expenses such as paper and repairs were accounted for and kept within budget. Developed reports, including building MS Excel spreadsheets, to streamline reporting to the Corporate Office, later to be adopted company-wide.

OPERATIONS MANAGEMENT: Supported the Director of Operations in multi-unit management. Supported the individual units with training, process improvements and managerial support.

TECHNICAL SUPPORT MANAGEMENT: Provided detailed technical assistance and programming for the Micros databases across the company. Identified areas where the user interface could be improved for increased performance. Identified programming issues that created incorrect or unclear reports.

PROJECT MANAGEMENT: Worked with teams in different functional areas and varying levels of expertise throughout the restaurant as well as those of different disciplines at the corporate office to coordinate efficient and effective operations. This included planning then implementing new or modified policies and procedures that had been instituted. Held manager and team meetings to gather input and relied on my experience and knowledge to help guide decisions for best implementation of those policies or procedures. Once a plan was developed, with consideration of time constraints and other areas of impact, developed benchmarks and progress monitoring as well as employing organizational meetings to launch new projects.

CUSTOMER RELATIONSHIP MANAGEMENT: Regularly had 1500 customers or more per week. Responded promptly to resolve every customer issue. Worked with customers to test new items and preview items to determine viability for future permanent use. Worked closely with customers to develop contracts for catering, including costing, timing and procedures.

Key Accomplishments:

- Created a new contract form for use in all catering events
- Dissected and analyzed costs for multiple units to develop budgets based on historical data, forecasting methods and current contract pricing

- Developed an End of Night financial checklist adopted throughout the organization, eliminating multiple inefficiencies and saving thousands in labor and lost payment discounts
- Established MS Excel spreadsheets for inventory control purposes that calculated costs based on item counts, audited pricing from invoices and category sales data that were later adopted company wide
- Created a Micros database new employee entry instruction manual, enabling managers to eliminate payroll processing errors of new employees
- Worked as part of a team converting a restaurant to a new concept, including reprogramming the menu database and overseeing the execution of the new procedures for reopening
- Identified Micros database programming errors and inefficiencies that led to mistakes, misunderstandings and ultimately lost revenue
- Undertook and completed a company-wide project to reprogram all of the above databases, reducing losses by 70%
- Investigated other database systems for potential use and delivered findings to supervisors

Server and Trainer

July 2013 – November 2015

Supervisor: (b) (6)

SERVER: Constant interaction with customers anticipating needs and providing exceptional service.

TRAINER: Trained new team members in proper procedures on greeting customers, using the POS system, expediting food and steps of service. Instructed new staff on the menu, including preparation, ingredients and allergens. Tested new staff for certification to begin work without supervision.

Key Accomplishments:

- Trained new staff for a new restaurant location in Richmond, VA

Student Law Clerk

District of Columbia Office of Administrative Hearings, Washington, DC

May 2011 – August 2011

Salary: Unpaid Clerkship Hours/Week: 25

Supervisor: (b) (6)

Reviewed case files, attended hearings and drafted numerous Final Orders involving the District of Columbia Department of Consumer and Regulatory Affairs, the District of Columbia Department of Public Works, the District of Columbia Department of Transportation, and the District of Columbia Office of Planning including

findings of facts and conclusions of law. Ensured timely communication of administrative decisions and appeals.

Key Accomplishments:

- Gained an understanding of the application of law from the judicial side
- Used written communication skills to make draft opinions for review by Administrative Law Judges
- Made recommendations based on administrative case law for current cases

Financial Intern

Smith Barney, Atlanta, GA

January 2008 – April 2008

Salary: Unpaid Internship Hours/Week: 20

Supervisor: (b) (6)

Key Accomplishments:

- Researched client company histories and created spreadsheets to establish cost basis for clients
- Analyzed various funds and fund structures for risk mitigation
- Revised beneficiary letters encouraging clients to update account information in order to reduce company liability

EDUCATION

Juris Doctor, May 2012

American University, Washington College of Law, Washington, DC

Semester Hours: 60; GPA 3.12/4.0

- Business Law Review
- Equal Justice Foundation
- Coursework:
 - Contract Drafting – Contract Construction, Contract Terminology
 - Legal Research Project – *Deconstructing the Euro* – Analysis of the Treaties of the European Union

Juris Doctor, Transferred August 2010

John Marshall Law School, Atlanta, GA

Semester Hours: 27; GPA 3.19/4.0

- 4th in class at time of transfer
- CALI Award for highest grade in Legal Writing I

- Coursework:
 - Legal Research & Writing I & II
 - Negotiations
- Received Certification in Mediation

Master of Science, Finance, December 2008

Georgia State University, Robinson College of Business, Atlanta, GA

Semester Hours: 30; GPA 3.46/4.0

- Institute of International Business Scholar
- Study Abroad: University of Paris-1. Sorbonne, Institute of Administration and Enterprise, *Financial and Managerial Issues in the European Union*, Summer 2008

Bachelor of Business Administration, Finance and Marketing, December 2006

Georgia State University, Robinson College of Business, Atlanta, GA

GPA 3.67/4.0, *cum laude*

- Dean's List (3 times) | Faculty Scholar (2 times)

ACTIVITIES AND ASSOCIATIONS

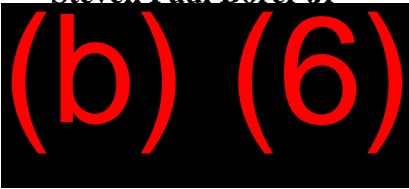
- Phi Alpha Delta Law Fraternity
- Phi Chi Theta Professional Business Fraternity

(b) (6)

REFERENCES

(b) (6)

Steven Paul Borer Jr



Professional Objective

To seek a position in the General Service Administration (GSA) as a Contract Specialist.

Work Experience

West Palm Beach VA Medical Center (January 2020-March 2020)

Fiscal Service Accountant

Pay Grade/Salary: Non-Paid Work Experience

Hours per week: 40

· A Fiscal Service Accountant continuously works on purchase orders obligating, adjusting, new, closed purchase orders, service orders, and miscellaneous orders. Accurately confirming completeness of the accounting data for orders, checking the proper fund control point, cost center and budget objective code was properly applied to keep proper appropriations accountability of account balances. Accounting for these orders, helps the internal organization make decisions in accordance with the Chief Financial Officer coordination. Essential to the productivity and efficiency of the hospital, orders need to be inspected and approved as soon as possible. Professionalism, soft skills, and competence were needed in this position to ensure the proper care of veterans. Working daily with veterans or administrators in the hospital to solve accounting issues involving veterans.

-As an Accountant immediately after approved computer clearance integrated into the monthly, quarterly, and daily duties. Daily preparation of ledger reports using macro in excel to generate reports from FMS. Creating time stamped reports and work papers to document the audit process. Utilizing the established filing system of the hospital it was very organized to meet audit objectives. Recommendations for corrective actions during a surprise audit showed minor deficiencies. I assisted in the examination of the highest risk by inspecting purchase card holder daily transactions. Constructing monthly excel trackers to preserve true easily accessible audit records. Working with the internal auditor, she instructed me about internal controls set up in the hospital to ensure a segregation of duties and multiple approval processes to ensure accountability.

CDA Roofers LLC (November 2013 -June 2016)

Office Manager

Supervisor: (b) (6)

Pay Grade/Salary: \$32,000

Hours per week: 40

- Managed weekly VOWP, job cost reviews, project scheduling and contract negotiations · Developed new revenue streams through multi-year contracts with property managers, landlords and developers. · Sold and directed the installation of roofing system project with a value of \$456k · Led a growth oriented strategic plan achieving expansion into two new cities and two new service lines: established license and territory for TPO roofing.

- Nurtured strategic partnerships with local General Contractors and HOA groups · Onsite project management of five crews daily comprised of 25 team members
- Managed two estimators and supported project proposals and deliverables · Implemented two projects build plans weekly and established corresponding cost controls. Reviews conducting performance and contract audits to record and compare historic cost accountability.

US Army Fort Carson, Colorado (August 2008 to November 2013)

Combat Engineer

Supervisor: (b) (6)

Rank/Pay Grade: (b) (6)

Hours per week: 60

- Served as a (b) (6), spearheading units strategic plan, mission goals, vision and values through clear communication to the team and integration of aligned work plans · Warrior Leader Course Commandant Inspection Awardee, GPA of 99.6 %; selected over two hundred promotable soldiers from the Third Infantry Division leadership development course.

- Managed eight soldier's daily operations and professional development with soft skills · Developed monthly performance metrics and implemented performance counseling techniques

- Accountable for \$2.5M of specialized service equipment; met 100% of equipment service goals. Met 100% accountability goals in monthly, quarterly, and yearly audits.

- Operated various types of heavy gasoline or diesel-powered engineering equipment. Performed daily preventive maintenance on such equipment. Properly recorded daily utilization makes minor repairs and adjustments. Greases equipment and attachments and reported mechanical malfunctions to the supervisor.

- Administered, controlled, and coordinated with the installation biochemical drug-testing program in accordance with DOD and DA directives and policies. Direct responsibility for a company size element of 140 soldiers. Adheres to strict quality control measures and DOD and DA directives. Ships urine specimens to Forensic Drug Testing Laboratories, following chain of custody procedures and other regulatory requirements. Performed a variety of administrative and clerical tasks. Maintains administrative files on urine testing results and samples collected and establishes and maintains biochemical files. Prepared and updated charts of monthly statistics for the Army Substance Abuse Program (ASAP). Established and maintained all records and files as required by DA regulations, assembled and summarized information from files and records and other reference sources. Performed detailed calculations, tabulations, and analysis of data in support of office efforts. Screens paperwork and labeling of specimens for accuracy. Assisted in packing and shipping of specimens to the drug testing laboratories in accordance with postal and Army regulations.

-Procurement Technician, Mission Installation Contracting Command Intern June 2013 -November 2013

-Highly proficient in Federal Acquisition Regulations and assisted the contract officer in daily operations. Examines various procurement contracts for completeness, acceptability and conformance for government regulations. Attend and participate in contract modifications, change orders, supplemental agreements, performance reviews and task orders between contractors and government negotiators. Worked concurrently with the Corp of Engineers to conduct labor audit inspections and reports. Produce statements of work request for proposals or quotes, Q&A during bidding process and specifications for service contracts and equipment.

Army Commendation Medal Army Achievement Medal (3rd Award) Meritorious Unit Commendation
Army Good Conduct Medal National Defense Service Medal Global War on Terrorism Service Medal
Iraq Campaign Medal w/ Campaign Star Non-Commissioned Officer Professional Development Combat
Action Badge Driver Mech Badge w/ Tracked Vehicle Certificate of Achievement (3rd Award)

Education

Indian River State College Fort Pierce, Florida
Bachelor of Science in Accounting – Major: Accounting
GPA: 3.28 on a 4.0 scale

Relevant Course Work: Accounting Theory (3 semester hours), Cost Accounting (3 semester hours), Information Systems (3 semester hours), Business Audits (3 semester hours), Income Taxation (3 Semester hours), Business Law and Management (3 semester hours)

Relevant Academic Projects:

Volunteer Income Tax Assistance - Federal Taxation January 2019-April 2019

- Provide clients with information on tax forms, state financial procedures, and filing guidelines
- Completed a multi-day training program covering federal and state tax code for personal returns

City of Smithville, Florida - Government Accounting August 2018-December 2018

- Participated in a computerized cumulative general ledger problem for local government GASBS 34 financials
- Studied transactions related to the city's General Fund, capital projects, and debt service funds

Additional Information:

(b) (6)

REFERENCES

(b) (6)

